

Z 56  
.L815  
Copy 1

# COMMERCIAL CORRESPONDENCE

FOR DICTATION TO  
SHORTHAND STUDENTS

LIBRARY OF CONGRESS.

Chap. .... Copyright No. ....

Shelf 256

4815

UNITED STATES OF AMERICA.





# COMMERCIAL CORRESPONDENCE

FOR DICTATION TO  
SHORTHAND STUDENTS.

---

Compiled and edited by  
CAROLYN H. LOCKE,  
DREXEL INSTITUTE, PHILADELPHIA.

---

PUBLISHED BY THE COMPILER.

TWO COPIES RECEIVED.

Library of Congress,  
Office of the

HF 5726

JAN 24 1900

.L 82

Register of Copyrights.

Z 56  
.L 815

55925

Copyright, 1899,

by

CAROLYN H. LOCKE.

SECOND COPY,

531

Jan. 5. 1900.

## INTRODUCTION.

Letter writing from dictation is the natural progression of those students who have mastered the principles of sound-writing. To supply the first needs of those who have acquired the theory of phonography, the compiler has prepared this book, grading the letters according to the technical difficulties of the shorthand outlines involved. The material has been collected from the letter books and files of the numerous contributors, and has been carefully edited so that the best grammatical construction is presented, while the phraseology peculiar to the varied lines of business remains undisturbed.

The collection comprises examples of the correspondence employed in general office work ; stocks and bonds ; law ; architecture ; railroad freights ; coal and ore mining and shipping ; iron and steel ; lumber ; grocers' supplies ; type, stationery, and publishing interests ; mechanical apparatus ; electricity ; etc.

The compiler gratefully acknowledges her obligations to the corporations, firms, and individuals who have afforded her the privilege of duplicating their correspondence, and who, by their assistance, have made this publication possible.





## COMMERCIAL CORRESPONDENCE.

---

Mr. Harry Dorsey, 1.  
Duluth, Minn.

Dear Sir :

We have your letter of Oct. 21, enclosing \$5.00 in payment of drafting supplies. We have entered your order for careful attention, and will make shipment promptly by express. Thanking you, we are (34)

Yours very truly,

Amos Willing, Esq., 2.  
Princeton, N. J.

Dear Sir :

Enclosed herewith please find Release of Mortgage to be executed in connection with the exchange of ground between T. B. Williams and C. D. White. We shall be pleased if you will have the same properly executed and returned to us, in order that we may arrange for settlement. (49)

Very truly yours,

Messrs. Forster Bros., 3.  
Providence, R. I.

Gentlemen :

On account of the increase in the cost of yarns, we are compelled to advance our prices ten per cent. on cotton tapestry piece goods, curtains, and table covers; this schedule to take effect at once, subject to further advance without notice. (42)

Yours truly,

The Jacksonville Water Power Co., 4.  
Jacksonville, Fla.

Dear Sirs :

On your order of October 5, there is an item of one bracket No. 4797, with electric joint, extending 2 inches from

the wall. We enclose full size tracing showing how we propose to make this bracket. If satisfactory, kindly advise us at once, so that we may proceed. (49)

Yours respectfully,

Dear Mr. Blank :

5.

This will introduce to you Mr. Peterson, who desires a position in your concern. I have known Mr. Peterson for a number of years, and do not hesitate to indorse him as being competent, careful, and particularly worthy of any one's confidence.

Anything you may be able to do for him will be greatly appreciated by (56)

Yours very truly,

F. C. Chase, Esq.,

6.

Camden, Ky.

Dear Sir :

In reply to your favor of the 16th inst., we this day forward by United States Express, \$300 in currency as requested. This remittance will be held at the office of the Express Company until you call for it. After the payment of the above amount, there remains \$200 to your credit here. (53)

Yours very truly,

Mrs. Jane Welsh,

7.

Norfolk, Va.

Madam :

Replying to yours of the 21st inst., we beg to say that your application for loan of \$10,000, on premises 1714 James street, has been considered by our committee, and I am directed to advise you that it will be considered further if the amount can be reduced to \$8000 ; otherwise it is respectfully declined. (55)

Very truly yours,

Mr. John K. Bremer,

8.

New York.

Dear Sir :

Herewith please find our check No. 1460 for \$30, on the

Mercantile National Bank of New York, being the annual dues of this Company to the American Bankers' Association, to September, 1899. Please acknowledge receipt and send certificate of membership, and oblige (42)

Yours very truly,

Mr. M. Preston,

9.

Detroit, Mich.

Dear Sir :

Referring to the account of the Michigan Bell Foundry advertising, about which you wrote us in September last, may we ask that you advise whether the check you claim to have sent us in July, 1896, was to apply on the old contract for the business. Your early attention will oblige (51)

Yours truly,

Messrs. Porter & Lynch,

10.

Nashville, Tenn.

Gentlemen :

We return, by express, fifteen atomizers received on approval a few days ago. We think our supply is sufficient for the present. Please send with next shipment of goods due us, two dozen atomizers, plain bulb, medium, netted ; two dozen, large, netted ; and oblige (44)

Very truly,

Mr. Oliver Carpenter,

11.

Ithaca, N. Y.

Dear Sir :

I wish to inform you that Mr. N. T. Sands, of your town, is in the market for a steam or hot water boiler for greenhouses. I enclose you his letter, which will speak for itself ; also a copy of letter sent him. Please give this matter your immediate attention, and see if you can close order for the same. (60)

Respectfully yours,

The Theodore Allen Co.,  
New York.

12.

Dear Sirs :

Enclosed please find a duplicate set of documents for shipment of 12 dozen mens' fur felt hats, untrimmed, forwarded by the S. S. "Seguranca." Messrs. Kitson & Son have ordered us to ship these goods in your care. The original bill of lading, we are informed by our New York shipping agent, has been forwarded to you by the steamer carrying the merchandise. (63)

- Yours truly,

Messrs. Harrison & Son,  
Knoxville, Tenn.

13.

Gentlemen :

We are in receipt of your valued favor dated Oct. 10, including an order for  $6\frac{1}{2}$  dozen hats, and we desire to advise you that they are now in course of manufacture, and will be shipped on Nov. 15. Allow us to call your attention to a slight error in the item marked "Block No. 424,  $4\frac{3}{8}$  x  $2\frac{1}{2}$ ," color black, at \$30 per dozen. We shall be obliged to charge \$31.50 per dozen, for the reason that the brim dimensions exceed the \$30 limit. (85)

Faithfully yours,

Mr. William Gower,  
Los Angeles, Calif.

14.

Dear Sir :

We have your letter of Oct. 19, stating that you have sent us the object glass of a transit by mail. As yet, the package has not arrived, and we suggest that you start tracer through the post-office. If it arrives in the meantime, we will make immediate quotation. (49)

Yours very truly,

Messrs. Blaine & Evans, 15.  
Lexington, Ky.

Gentlemen :

The return of our check, dated October 9, because we deducted transit charges, is somewhat of a surprise, as you have always allowed the same. Thinking that you returned this in error, we again present the check to you. We trust that you will look up this matter and return our statement receipted. (53)

Yours very truly,

London & Australian Bank, Ltd., 16.  
Buenos Ayres, Argentine Republic, S. A.

Dear Sirs :

We take pleasure in handing you our draft for \$792.47, drawn on Messrs. Villamil of your city, payable sixty days after sight. By promptly forwarding us the equivalent of the amount named, less your regular collection fees, you will oblige (40)

Yours faithfully,

Mr. James Painter, 17.  
Philadelphia, Pa.

Dear Sir :

We return herewith certificate No. 14,524 for ten shares of Metropolitan Traction Co., received under cover of your favor of the 11th inst. Please have your signature guaranteed by one of your bankers, brokers, or attorneys, and also fill up the enclosed blank and return it to us. Your early attention will oblige (53)

Yours truly,

The Reliance Trust Co., 18.  
Milwaukee, Wis.

Gentlemen :

I enclose you herewith deed from Mackin and wife to Graham, for premises on the North-east side of Railroad Avenue, your city, and shall be pleased if you will have the same duly recorded and issue to us your policy covering the matter.

I beg to say that the taxes for 1899, which you note on your certificate No. 4902, were paid by us some time ago. (67)

Yours very truly,

Mr. Fred. McCandless,

19.

Salt Lake City, Ut.

Dear Sir :

In reply to yours of the 23d, we would advise you that we have not repaired your field-glass, as we have been holding it awaiting your instructions. With reference to opening an account, we would ask you to advise us when it would be convenient for you to settle for the repairs, before we make definite reply on this point. (60)

Yours very truly,

Mrs. Mary Caven,

20.

Hotel Royal, Montgomery, Ala.

Dear Madam :

In answer to your inquiry of the 9th inst., would say that we have been very much pleased so far with the sale of the lotion, and see no reason why it should not both continue and increase. As yet, we have spent none of the appropriation for advertising, as we have succeeded in getting the jars only within the last week. We think now, however, that it would be advisable to spend a little money for advertising, and to push the article more thoroughly. (85)

Very truly yours,

Mr. Alexander Day,

21.

Grand Rapids, Mich.

Dear Sir :

Replying to your application of yesterday for position of traveling salesman, we regret to state that we have no vacancy in our sales department at the present time. We should like to know, however, upon what you base your application, so that we may make a note for reference in case an opportunity occurs for corresponding with you on the subject. (61)

Yours truly,

The Southern Electric Co.,  
Knoxville, Tenn. 22.

Dear Sirs :

Your letter of the 12th inst. is received, and in reply we beg to state that we cannot do any better than the discount already quoted. Materials and labor are very high, and we cannot say how much longer the present prices can be maintained. We are sorry that we cannot accommodate the trustees of the new hospital, but our prices are reduced to a minimum. (66)

Yours truly,

The St. Louis Plumbing Co.,  
St. Louis, Mo. 23.

Dear Sirs :

Your letter of the 3d inst. did not arrive until yesterday, and we telegraphed you to the effect that it was not satisfactory and that we would proceed against you unless your remittance reached us on Monday. Instructions will be sent to push this suit vigorously, as you have been trifling with us. Your promises are not kept, and you treat a serious matter in entirely too light a vein. (70)

Yours very truly,

Messrs. Ryan & Co.,  
Boise City, Id. 24.

Gentlemen :

I have your letter of November 8. The figures are entirely too high for me to consider ; therefore, I cannot give you the order for the new work, but request you to straighten the awning as soon as possible and change the canopy from its present position. Your representative thought it not possible to do this without an estimate ; therefore, if you could make an appointment with me, I should be glad to go over this matter again. (78)

Yours respectfully,

Mrs. Elizabeth Fowler, 25.  
29 Grand Avenue, Cincinnati, O.

Dear Madam :

We regret exceedingly the inconvenience caused you in the matter of the mirror, but we were out of the pattern you ordered and thought the one sent you was a good substitute. However, we shall ship you within a few days, express prepaid, the correct article.

Hoping the mirror may be received safely, and that we may still be favored with your further orders, we remain (66)

Very truly yours,

Mr. Alfred Osgood, 26.  
St. Augustine, Fla.

Dear Sir :

Referring to your letter of October 27, we would say that by noticing our duplicate order, you will see that it is marked f. o. b. store. We therefore deduct forty-five cents expressage. In regard to the 9% discount, terms are 8%, 10 days, and when checking all accounts, we are entitled to 1% extra for instantaneous cash. We return you check and statement with this explanation. (65)

Yours respectfully,

Mr. B. H. Terry, 27.  
Minneapolis, Minn.

Dear Sir :

We bought some time ago from your Mr. Dolan, two cars of Hemlock shingle lath, for which we received your acknowledgment. One car was to be shipped last month, and the other this month ; but up to the present time we have received no bill for either car. Kindly let us know whether you intend to ship these cars or not, as we must have them at once. Please let us hear from you by next mail. (77)

Respectfully yours,



Rev. Edward Carson, 28.  
Tallahassee, Fla.

Dear Sir :

Your letter of recent date, stating that you have paid your subscription to the "Graphic," has been received. We regret exceedingly that due credit had not been given you. We would say in addition that such credit has now been made and will appear at the top of your paper. We trust that the oversight will be pardoned by you, and that we may continue in the enjoyment of your support. (71)

Yours very truly,

Messrs. Floyd & Son, 29.  
Asheville, N. C.

Dear Sirs :

Your esteemed favor of September 19 is at hand, and we beg to say in reply that the use of Waterslide Chandeliers was abandoned entirely in this country many years ago, and we therefore discontinued making any new designs of that character. If you will try some of the patterns illustrated in our albums, we feel sure they can be introduced into your section and that they will eventually meet with favor. (72)

Yours truly,

Prof. H. S. Lee, 30.  
Columbus, O.

Dear Sir :

With last week's issue of your paper we completed the order given us for advertising your school. We should be glad to have from you a renewal of this business. Can you not give us a "t. f." order for the same at the rate that we have been running heretofore? You would then be permitted to stop it or change the space allotted at any time you desire to do so.

Hoping that we may be favored with such an order, we remain (83)

Yours very truly,

Rev. Cyrus Rieber, D. D.,  
Santa Fe., N. M.

31.

Dear Sir :

In looking through some correspondence, we find a letter from you dated April 17, 1898, asking that a bill be sent you for subscriptions ordered some months previous. There seem to be no data to indicate that this letter of yours ever had attention, and, further, we find on our charge book a memorandum of six subscriptions ordered by you, for which we apparently have never received a remittance. Will you be kind enough to advise us whether the letter referred to was acknowledged, and if payment has ever been made for these subscriptions? We enclose stamped and addressed envelope for reply. (102)

Yours truly,

The Paris Novelty Manufacturing Co.,  
Davenport, Ia.

32.

Dear Sirs :

We hand you herewith statement of your account, showing balance of \$30 due us for advertising. This advertisement was given early in the spring, and bills have been rendered you regularly since that time. We cannot understand why you should ignore the bills, as the advertising was given in accordance with the order, and we should have had payment long before this. We should appreciate a check to cover the amount of the bill by return mail. (77)

Yours truly,

The Gloucester Heating Co.,  
Gloucester, Mass.

33.

Gentlemen :

Your letter of the 5th inst. is at hand, and in reply we beg to state that we never received the communication to which you refer. However, we are quoting no one in the country better than 40%, for the reason that we cannot afford to, and we do not know how much longer this rate can be maintained. You

have no doubt noted the superior workmanship and finish of our goods, and if everything is taken into consideration, we do not doubt that you will find the prices right. (90)

Truly yours,

Electric Construction Co. of Wisconsin, 34.  
Madison, Wis.

Dear Sirs :

Yours of the 23d inst. is at hand, and in reply we beg to state that we think our charge for lengthening is quite reasonable. Should we allow 40% discount from prices which are figured at net, we should be doing so at a loss. We are always glad to do anything within reason, as many of our customers will attest, but we really think it unfair that you should insist upon our furnishing goods below cost. Put yourself in the same position, and you will no doubt agree with us. (92)

Yours truly,

Frank Hazen, Esq., 35.  
Boston, Mass.

Dear Sir :

In the matter of conveyance of premises on Chaney Street in the Second Ward, by C. D. White and wife to T. B. Williams, we were informed that Sara A. Hawes, the widow of Charles Hawes, who was the owner of the premises in question, had accepted the provisions in her husband's will; but, on examining the record, we cannot find any evidence of such acceptance, and, understanding that you represent Mr. White, we write to inquire if you can give us any information concerning the matter. Your kind attention will greatly oblige us. (92)

Very truly yours,

The Trust Co. of Indiana, 36.  
Logansport, Ind.

Dear Sirs :

I enclose you herewith Release of Mortgage to be signed by Morgan et al., in connection with the lot about to be con-

veyed to Mr. White, and also return you the new Bond and Mortgage to be given to Mr. Morgan on the piece which you got from Mr. White. I think it would be well if you would submit the new Bond and Mortgage to Mr. Morgan for approval, and the Release for execution, and then advise me when this has been done. We are awaiting advices from Mr. White's attorneys as to the execution of this deed. (99)

Very truly yours,

Mr. Isaac Holmes,

37.

Wheeling, W. Va.

Dear Sir :

We beg to inform you that the last ten cases of Castile Soap you sent us are not fit for our sales. The soap seems to have dried out, is very brittle, and it is impossible to cut or saw it. We spoke to your agent regarding it, and he directed us to return the lot to you. Please let us know how and where we shall send it. In the meantime, we would like you to ship us 7 cases of Castile Soap, and would request that you examine the lot before shipping. Please give this your prompt attention, as we do not want to send out any more of the inferior soap.

Very truly,

(114)

Messrs. Hampton, Seeds & Co.,

38.

Omaha, Neb.

Dear Sirs :

We wish to secure a good, live connection in your city ; and, as our products are first-class and our prices moderate, there does not seem to be any real hinderance to business between us. Will you meet us half way? That is to say, if you are not carrying paints, kindly let us point out how such a branch can be made profitable ; or, if you are handling such goods, please tell us the line, thus enabling us to place our claims before you intelligently. We are satisfied that, once your requirements are known to us, we can make a proposition which will be interesting and attractive to you. (120)

Yours very truly,

T. B. Ruth, Esq.,  
Memphis, Tenn. 39.

Dear Sir :

We acknowledge receipt of your order of yesterday, but in view of the difficulties attending the collection of our previous account, we are compelled to be candid with you and state that, if it makes no material difference to you, we should much prefer that you avail yourself of the special 2% discount which we name under such circumstances for payment of cash in advance of shipment. We enclose a pro-forma invoice, made out at the lowest trade prices, and shall be pleased to forward the goods upon receipt of your remittance. (92)

Yours very truly,

The Parley Toy Co.,  
Malden, Mass. 40.

Dear Sirs :

We have just opened the goods purchased on bill of October 20. Upon examination we find Hill Climbers and Trolley Cars very much damaged ; the tops of the Locomotives also are bent, and, in bending, the paint has cracked so much that they are not in a condition for us to retail at one dollar, the price at which we expected to sell them. The Trolley Cars are bent very much at the ends. I suppose you intended that the bits of wood, as placed in the tops of the engines, should be tacked, but this, no doubt, was overlooked in the packing of them. Kindly let us know what disposition to make of this order. (114)

Yours respectfully,

Mrs. Anna Hastings,  
New Brunswick, N. J. 41.

Dear Madam :

As desired in your favor of the 10th inst., we have endeavored to get the two collars for you, but the style not being in demand at the present time, we can only secure them by ordering direct from the manufacturer. We can order for you one-half dozen and deliver the same free of charge to any part of the

city ; but we cannot deliver them outside of the city without pre-paying delivery charges. Please find enclosed twenty-five cents which you paid for the two collars. We shall appreciate the honor of serving you. (86)

Yours very respectfully,

London & Brazilian Bank, Ltd.,

42.

Buenos Ayres, Argentine Republic, S. A.

Gentlemen :

As a concern which has had frequent dealings with our Argentine clients through your estimable institution, we take the liberty of asking whether you can furnish us with any information as to the credit standing of Senores Morales, of Bolivia, Brazil, business, Sombrereria. To be more explicit, this concern has given us an order amounting to nearly \$3,000 American gold, and having had no dealings with them in the past, we are desirous of knowing whether the concern is worthy of such a line of credit. We thought you could secure this information through your Rio Janeiro branch. If any expense is incurred in obtaining this information, we shall remit on receipt. Thanking you in advance, we remain (118)

Faithfully yours,

Henry Stern, Esq., President,

43.

Protective Life Insurance Co.,

Baltimore, Md.

Dear Sirs :

In reply to your request for my opinion of your Life Insurance Co., I desire to state that you have conducted the negotiation for my policy, which I accepted from you on July 8, to my entire satisfaction. I was never a believer in life insurance, but having fully investigated the subject, I think it an excellent investment. My greatest satisfaction is that I have made the best possible provision for my family in case of my early death, as well as for myself, should I live for twenty years. Wishing you success, I am (95)

Yours very truly,

Mr. H. T. Jones,  
Buffalo, N. Y.

44.

Dear Sir :

In reply to your favor of the 18th, in the matter of the Hunter property, I did not know that the property was to be sold on the 15th inst. I am foreclosing a mortgage on the property and am interested in it for my client to that extent. Our mortgage is for \$500. If you can get a title from the owner of the property and will pay the amount due on our mortgage, together with costs, I shall be happy to discontinue the suit ; otherwise, I must proceed to sell. We will buy in the property unless it brings the amount which we have against it. If you desire the property and can get the title from Mrs. Perry and will also pay what we have against it, you will get the property cheaper than by waiting for the foreclosure sale, which will add about \$100 to the expenses. (151)

Very truly yours,

Mr. James Keller,  
Washington, D. C.

45.

Dear Sir :

I have just had an interview with Mr. Taylor this morning concerning the matter mentioned in your letter of the 11th inst., and he assures me that \$100 could be borrowed from the Association. It would seem to me, if the monthly payments will burden you, that it would be better to withdraw from the Association and get a straight loan on your property for the difference. I hardly know what advice to give you, as I do not wish you to lose anything on the amount paid into the Building Association, but I know, from the rules of the Association, that they will allow you for cash paid in on the stock, together with 6 % interest on the same. If you think it best to withdraw from the Association and will write me, I shall see if I can find some one to loan you the money, although as you know, it is very hard to negotiate a loan on farm property, no matter how good the security may be. (171)

Yours truly,



John Payne, Esq.,  
Portland, Me.

46.

Dear Sir :

I am very sorry for the delay in closing up the Bender Estate. After going thoroughly into the matter, I became convinced that it was useless to expend in Court proceedings so large a portion of the small amount due the heirs-at-law of Henry Bender, and I wrote to the administrator advising that distribution be made to the parties properly entitled and their release taken without going through the Court. The only expense then would be in preparing the releases. I have written three times to the administrator in this matter without receiving any reply from him. It is one of those small matters which would require just as much proof, should we go into Court, as if a large amount were involved, and I feel that the administrator is perfectly safe in making distribution without the order of the Court, and have therefore made this suggestion. I am

(150)

Yours truly,

Messrs. Berry & Glime,  
Oswego, N. Y.

47.

Dear Sirs :

I acknowledge receipt of your favor of the 6th inst., and in reply would say that I shall not be able to give you any definite answer as to the disposition of \$900,000 worth of bonds, unless I am favored with more direct and detailed information as to the enterprise represented thereby. Please forward me at your earliest convenience, the information which you know I shall need in the matter, in order that I may comprehend the subject and give you a definite answer.

(85)

Yours truly,

Messrs. Rogers Bros.,  
Pottsville, Pa.

48.

Dear Sirs :

We beg to return herewith all papers in your claim for \$4.50, value of two sacks of bran, short on shipment of 150 sacks



destined to Norristown, Pa. The matter has been investigated, and we find that the two sacks in question were delivered to consignees March 18, 1899. Your claim is, therefore, respectfully declined, and we take the liberty of closing our records. (64)

Yours very truly,

Mr. Stephen Bicking,

49.

Bethlehem, Pa.

Dear Sir :

Please note attached letter from Mr. North, to the effect that George Johnson, Utica, N. Y., is buying stoves from the Portable Iron Co., Bethlehem, Pa., and ordering the same forwarded via P. & R. and Lehigh Valley, but that all shipments have been arriving over the New York Central. Will you please give this necessary attention, advising why they have been diverted from our road, and whether they will be forwarded via Lehigh Valley in future ? (78)

Yours truly,

Mr. Robert Carr,

50.

Utica, N. Y.

Dear Sir :

Referring to your communication of the 21st ult., in reference to shipment of stoves from the Portable Iron Co., Bethlehem, Pa., for George Johnson, Utica, N. Y., we would respectfully call your attention to letter next attached from our travelling agent, Mr. N. P. Wright, in which he states that shippers claim that the only routing instructions received from Mr. Johnson called for New York Central delivery, but that on the strength of your letter, future shipments would be forwarded via our road. (86)

Yours truly,

Mr. Albert Anderson,

51.

Binghamton, N. Y.

Dear Sir :

We beg to acknowledge receipt of your claim for \$4.32, overcharge on shipment of July 27, two bales of cotton canvas, invoiced by you in error as two bales of canvas, consigned to John

Leaming, Duluth, Minn., via Lehigh Valley R. R. and Northern Steamship Company. We have referred claim to Mr. R. P. Smith, Auditor, Merchandise Traffic, New York, with request to arrange for prompt settlement. If necessary for you to communicate with us in reference to this matter, please refer to our No. 7218. (85)

Yours truly,

Mr. Henry Martin, 52.  
Elmira, N. Y.

Dear Sir :

Will you kindly advise me by return mail, the lowest rate you can make on ten carloads of berries destined to Columbus, O., to be ready for shipment early next week? I understand that the Great Western Dispatch intends to quote a rate, via Buffalo and Lake, of 19 cents per 100 pounds. Can we not work the business via Toledo at the old rate of 18½ cents? If so, I feel assured of getting the traffic, as the nearest approach to the Great Western rate is 20 cents, via Northern Lake Line. Your prompt attention will be appreciated by (102)

Yours truly,

Mr. William Fellows, 53.  
St. Paul, Minn.

Dear Sir :

We understand you have been tracing the following shipments without success : From St. Paul, Minn., August 23d, car P. & R. 77069, with flour consigned to Henry Hill, Reading, Pa., and car L. V. 4098, with flour consigned to George Beale, Harrisburg, Pa. ; both cars routed via Lehigh Valley Transportation Company. We have been tracing them through Mr. Myers, who reports no account of them, under date of the 3d. Consignees are after us daily for some information. Will you please wire me whether cars are routed via Lehigh Valley Transportation Co., or via Chicago or Milwaukee, and then continue tracing for delivery to us at either point ; that information to be transmitted to us direct by Mr. Brown in order to save time. (127)

Yours truly,

The Parkins-Moore Co.,  
Brooklyn, N. Y.

54.

Dear Sirs :

Regarding the enclosed invoice, we beg to say that the quotation referred to in yours of yesterday must have been an old one, given for some satisfactory reason. Our discount is 40%, against 25 & 10% of other reputable manufacturers, and we are surprised that you should talk to us about anything extra on one fixture. If you were buying largely from us, there might be some reason in making such a request, although it is by no means certain that we would agree, with wages and materials as they are at present. This individual item does not amount to much and you can do as you please about taking off an extra 10%, but we wish to say that if you do make the deduction, it would be useless to send any further orders. (135)

Yours truly,

The Greenwich Illuminating Co.,  
Greenwich, N. Y.

55.

Dear Sirs :

Your letter of the 6th inst. at hand and contents carefully noted. Regarding the E-437 and P-4 shades, we beg to state that the factory making these patterns was completely destroyed by fire, and it may be several months before we can supply them. We have been greatly handicapped as regards glass on this account, and it was necessary to fill your order, as we have all others, by substitution, sending the nearest that we could procure. We will send a 2- $\frac{1}{4}$ " holder by mail to-day.

Yours very truly, (86)

Messrs. Peale & Smith,

56.

Taranaki, New Zealand.

Dear Sirs :

Your esteemed favor of Sept. 30 is at hand, and in reply we beg to say that our dealings are exclusively with the trade. We should therefore be pleased to have you send us one of your

business cards, or something in print, showing that you are regularly engaged in the Plumbing or Gas Fitting business. In the meantime, to prevent delay, you might show this letter to Mr. Jones, and he will probably inform you regarding our quotations, as he would know if you are entitled to the same. A draft on New York, Philadelphia, or San Francisco would be a very acceptable way for us to receive money. Awaiting your further advices, we remain

(116)

Respectfully yours,

Charleston Electric Co.,

57.

Charleston, S. C.

Dear Sirs :

We looked all over town for silk cord, the color of the paper you submitted, but met with no success. We next visited the manufacturer of these goods, and he informed us that it would be necessary to make up the 50' specially, and he claimed it would incur extreme expense, obliging him to charge us \$3 additional. This would make the cost of wire 10 to 12 cents a foot. We are shipping your goods to-day, and if you desire us to procure the silk cord, we shall be pleased to do so and forward it by mail. We can furnish either red or green silk cord at 4 cents per foot. Please let us know what we shall do in the matter, and oblige

(126)

Yours truly,

The Penn Wheel Co.,

58.

New Haven, Conn.

Gentlemen :

The express charges on the two samples referred to in your letter of 29th ult. were \$2, which seems to us to be exorbitant. As we may have occasion to order you to ship machines to us quite frequently by express, we shall deem it a favor if you will see what can be done with the express people at your end of the line. about a reduction on the above rate. We would be quite willing to assure them that all express shipments will come by

their line, if they will give us a low tariff. At the same time, you might also make inquiry about the best freight rate that can be obtained, and advise us. The dealer who makes a success of our line of business next year must carefully watch every little leak and unnecessary expense, and that is why we ask you to investigate this matter now.

Trusting that you will pardon the trouble to which we are putting you, we are (168)

Yours very truly,

Mr. Edward Davis,

59.

Atlanta, Ga.

Dear Sir :

Our collector reports that when you made him a \$5 payment on your wheel yesterday, you told him that you did not know when you would pay the remaining \$5 which closes the account; in fact, you seemed somewhat indifferent concerning the matter. This will not do. We have been very patient and forbearing with you, and, on looking up the contract, we find that the final payment was due nine months ago. There can be no sufficient reason why you should delay closing the account for a paltry payment of \$5. Such action is neither reasonable nor just, and if you cannot pay this small balance at once, or fix a date for its payment, we shall be obliged to fix it for you. Please let us hear from you at once, so that we may know what action to take. Out of consideration for you, we have thus far refrained from notifying your surety of the condition of the account, and we trust that you will not compel us to do so now.

Yours truly,

(175)

Mr. A. T. Martin,

60.

Guatemala, C. A.

Dear Sir :

From the enclosed original invoice, bill of lading, and memorandum of expense, you will note that we shipped you on Sept. 9 by the S. S. "Seguaranca," in case No. 72,812, twelve

dozen trimmed stiff hats. We have notified your consignees at Vera Cruz, Messrs. Portez, that this shipment is now in transit, at the same time forwarding them a duplicate set of papers, and we have requested their prompt attention to the despatching of the merchandise.

Trusting the goods will be promptly delivered to you and meet with the approval of yourself and your customers, and hoping that these goods will bring us duplicate orders, we take pleasure in subscribing ourselves (111)

Faithfully yours,

Mr. William Haines,

61.

Wilkes-Barre, Pa.

Dear Sir :

We are to-day in receipt of your check for \$432, which we have passed to our Treasurer for credit to your account. We note that you have deducted \$36.10, being the difference in freight between Altoona and Wilkes-Barre. If you will kindly refer to your letter to us of October 14, our reply of the 15th, yours of 17th, and our answer of the 18th, you will note that this matter was fully determined, the understanding being that we could not allow the freight rate of seven cents per hundred pounds to Altoona on the price at which the material was sold to you, delivered at Wilkes-Barre. We presume that your book-keeping department has probably overlooked this, and that by drawing your attention to the matter you will favor us with a remittance for the difference.

Awaiting the same, and thanking you in advance, we are

Very truly yours,

(149)

Mr. Francis Fortner,

62.

Concord, N. H.

Dear Sir :

On the 1st inst, three weeks ago, we drew on you for the amount of our 60-day bill of August 19, \$19.65. We gave you ample notice of our intention and, not hearing from you in the

meantime, naturally took for granted that the draft would be promptly paid upon presentation ; nevertheless, we are informed by the bankers this morning that although they have applied to you on numerous occasions during the time they have held the paper, yet each time you made some excuse and finally seemed utterly indifferent to the obligation. We regret to be obliged to state that if you do not remit for this long overdue bill within the next ten days, say by the 1st prox., we shall be obliged to place our account in the hands of the collection agencies. We hope, however, that you will spare us this annoyance and yourself the attendant expense and reflection upon your financial standing.

Respectfully, (157)

The Powers Drill Co., 63.  
Duluth, Minn.

Gentlemen :

We are seeking as close information as possible relative to the character, credit, standing, and financial responsibility of Messrs. Rodman & Son, of your city, and presuming that you are in a position to advise us as to the manner in which they meet their business engagements (whether they avail themselves of the best discounts offered, etc.), we write to ask if you will have the kindness to render us such service in the premises as may be within your reach. We shall appreciate any details you may be able to give us respecting their affairs and methods which will be of value in guiding us to a correct judgment of their desirability as a credit risk.

Tendering you our best thanks in advance for your courtesy, and assuring you that whatever you may say to us in this connection will be treated as confidential, we are (147)

Yours very truly,

Messrs. Randall & Co., 64.  
Marietta, O.

Gentlemen :

As you are doubtless aware, Mr. Edward Horter, who has represented us for so long a period in Ohio, is no longer in



our employ. His successor, Mr. William Eaton, will have the privilege of waiting upon you within a very short time, and we bespeak for him the uniform courtesy and consideration which you have heretofore shown his predecessor. We trust that you are already maturing your plans for taking care of a large spring business and that our products will form a large proportion of the stock you will lay in to be prepared for the same. We notice with regret that nothing has been charged to your account since October. If in any way we are at fault, will you kindly designate, as we will cheerfully rectify any error on our part, being desirous of a continuance of your patronage. We believe we are in a position to give you better service than heretofore, having a larger and better assortment of goods to offer at much lower prices. (171)

Yours respectfully,

Mr. Frank Steen,

65.

Ironton, O.

Dear Sir :

Your communication of 3d inst. is herewith acknowledged. We take pleasure in sending you by this mail sample cards of our ready mixed paints and a small pamphlet relating to their merits. Net prices will depend upon the quantity of goods you intend to purchase, and also upon whether you wish to buy as a merchant ; if the latter, kindly send us your business card and references, that we may institute the usual trade inquiries. We also enclose a pamphlet explaining the purpose and use of our Perfect Method System of Carriage Painting. Do not throw this pamphlet aside until you have carefully read it, for it contains information of value to you, if you are interested in using perfect methods. It explains many of the difficulties, or causes of difficulties, which arise in the paint shop. You cannot afford to leave it unread, and we trust that you will give it your careful attention. (155)

Yours very truly,



The Globe Supply Co.,  
Augusta, Ga.

66.

Gentlemen :

Referring to your letter of October 16 regarding 75 cents, we feel certain that this amount was paid, notwithstanding the assurance which your Mr. Place has given you. He is liable to err as well as others, and our accounts balanced for the day that this transaction was made. The accounts also of the messenger whom we send to do errands balance for that day. We have a charge of 75 cents to our day-book, also our messenger's account-slip, which is checked off as paid. We have every reason to believe that our messenger is honest, and the fact that his account balances that day we take as evidence that the 75 cents was paid by him. He, however, overlooked taking any receipt for the amount. We cannot see wherein we should pay this a second time, when our accounts show that it has been paid once.

Trusting this explanation will be satisfactory to you, we are

(157)

Yours respectfully,

Messrs. Burns, Rivera & Co.,  
Dominica, B. W. I.

67.

Dear Sirs :

Your valued favor of the 25th of September was duly received, and its contents and enclosures have had our careful attention. We have seen the newspaper accounts, briefly reciting the havoc wrought by the severe storms along your coasts, and are glad that you do not have to report personal loss therefrom. Enclosed please find memorandum of returns for the shipment of drugs, ex "Fontabelle," with tests for each separate mark, as requested, together with our First of Exchange, at sight, on Messrs. Wright & Co., London, in your favor, for £105 11s. 10d., the Second of which will follow by next mail, and will thank you to acknowledge receipt of same as usual. As in a former case, the gauger's certificate for this lot is

embraced in that for the larger shipment to your neighbors by the same vessel, and to them we must refer you, should you deem it desirable to examine the gauger's return. (157)

Yours truly,

Messrs. Trimby & Dash,  
Tacoma, Wash.

68.

Dear Sirs :

We have your esteemed favor of the 12th inst., and thank you for your proffer of space in your forthcoming catalogue, but do not see our way clear to make use of the same. It would be impracticable for us, in fact, to take space in any medium of this kind, if we would continue to pursue the course which, for so many years, has been followed by us. As far as lies in our power, we have endeavored to protect the interests of the wholesalers, to whom we have restricted our trade. Were we to appear in their publications, which of course go to their own circle of customers, the latter would be excusable if they regarded our advertisement as a bid for their business; and, under such circumstances, we would be expected either to quote prices or execute orders for quantities much smaller than we care to sell. To refuse such requests would be an affront to them and arouse a feeling which we prefer to avoid. We think it more to our real advantage for us to keep out of a publication of that kind, unless we intend to change our methods and sell at retail, which we are not prepared to do. Were the conditions different, it would afford us pleasure to avail ourselves of these opportunities to acquaint the small trade with our goods. (238)

Very truly yours,

Mr. E. N. Burling,  
Galveston, Tex.

69.

Dear Sir :

We send you to-day schedule for Mexico, and lists of the places you are to visit. Keep your eye opened for any city not mentioned by us. Enclosed find two checks for \$100 each.

Let us know if more money will be needed to carry you to El Paso, so we can send whatever is necessary before you get into Mexico.

A few weeks ago an order came from Luis G. Ramon, Guaymas, Sonora, Mexico, for some electric appliances, selected from Catalogue No. 6. He sent along the enclosed newspaper advertisement, but that does not inform us that he is regularly in our line of business. Do you know anything about him? We wrote him, also the Compania Maderas, but the replies have not yet arrived. Reports from his three references are also enclosed herewith, and you will not forget to return them. (141)

Yours truly,

Messrs. Whiting & Co.,

70.

P. O. Box 140, City of Mexico, Mex.

Gentlemen :

Your favor of 10th ult. received. We note your inquiry for 20 and 40 pound rails, spikes, and fastenings. Understanding that the details could be arranged to our entire satisfaction, we should be pleased to enter your order for enclosed tracings of 20 and 40 pound rails at \$28 per gross ton ; complete, plain bar joints, consisting of two splice bars and six bolts and nuts to the joint, for the former weight of rail, 20 cents, and for the 40 pound rail, 27 cents. Above prices all prompt cash, f. o. b. cars on lighter alongside of vessel, within lighterage limits, New York Harbor. Terms of payment, cash against documents ; i. e., invoice and railroad bill of lading, showing shipment from our works, on presentation to a banker in New York, Philadelphia or Baltimore, for which we would be willing to allow you one per cent. discount. You do not state when you desire the material to be delivered, but if we heard from you promptly, we could probably arrange to ship within thirty days from receipt of order. Hoping to hear from you, we are (186)

Yours truly,

Mr. Stephen Lincoln, Agent,  
Omaha, Neb.

71.

Dear Sir :

We have our letter of 26th ult., returned by you with notation thereon, from which we note that the Street Railway Company are not yet in position to receive the balance of their rails, nor do they intimate when they will be. We would imagine that, if they depend upon the absence of the snow, it will be largely speculative when we shall be permitted to close out the contract. Of course, if they are not prepared to take and pay for the rails, we do not want to force them to take them ; but if this is not the case, and considering how long we have been carrying these in stock, they ought to give us shipping instructions or permit us to bill them on hand at the mill and settle for the same, ordering them forward as they may be required. We should be glad to have you interview the Company on these lines and advise us of their decision. (162)

Yours very truly,

Mr. James Lupton,  
Dover, N. H.

72.

Dear Sir :

We have your letter of October 20, and in reply we take pleasure in sending you by this mail, under separate cover, a copy of our combined Mathematical and Engineering Catalogue. We received the set of instruments returned by your messenger, who did not wait for us to send the set of "Royal" instruments in exchange. We therefore forwarded them last night by express. We trust that these will be found satisfactory to your customer, as they have been specially selected. (81)

Yours very truly,

Mr. I. J. Cole,  
Windsor, Vt.

73.

Dear Sir :

In reply to yours of the 26th, the price for spectacles on the enclosed bill is correct for the goods sent, as the mounting

was a heavy bridge and temples. We do not carry the bevel-end piece in the lighter weight. If you cannot use the heavy mountings, they may be returned for exchange or for credit. Referring to the  $\frac{7}{8}$ " diameter, 2" focus lenses, we have entered order for 1000 of these lenses at the price agreed upon and, as you are in urgent need of a few hundred of them, we hope to be able to send you a portion of the order within a few days. (110)

Yours very truly,

J. F. Dundore, Esq.,

74.

New Orleans, La.

My dear Sir :

In accordance with the oral understanding had with you last Saturday, I now beg leave to notify you that the parties about whom I spoke as considering the purchase of the plant at West Chester, have made such examination and investigation that they offer to-day to take and pay for the plant \$200,000. According to your proposition I shall withhold any decision in the matter for twenty-four hours from the date of the delivery of this notice at your residence. I shall be at your house about 6 o'clock to-morrow evening, to learn of your decision in the matter; and, if you decide to purchase the plant, to perfect details for closing the deal. (114)

Yours very truly,

Mr. Samuel Crewe,

75.

Johnstown, Pa.

My dear Sir :

I regret that the brevity of my visit to Philadelphia to-day prevented my calling upon you. The person about whom I spoke to you with reference to the carbide and generator business will be in New York next week, and I shall see him and talk with him upon the subject. Will you please forward me, upon receipt of this, the letters which you have received from abroad quoting prices of carbide? I shall return them to you, but simply want them to show this gentleman on next Tuesday or Wednesday what other manufacturers are doing in the way of prices and

delivery. Please advise me when you send these letters, whether you can come over to New York upon receipt of telegraphic advice, should I want to call you over quickly, as perhaps the person I have alluded to will not be in the city permanently until after the middle of the month. (155)

Yours very truly,

Messrs. Freeman Bros. & Marsh,  
Massillon, O.

76.

Gentlemen :

I have your order No. 558, dated December 10, for which please accept my thanks. I also received your letters of same date and note your remarks in connection with the diameter of wheel for 140" fan. By increasing the speed of the fan, you can accomplish the same result as by increasing the diameter of the wheel, and at a greater saving of power. We will see that everything is done to secure an early shipment of your order. Regarding our boiler wrenches, I would say that ordinarily our straight 3-ft. wrench answers all purposes. Socket wrenches are of no account ; but when preferred, we make up a special socket wrench which works very well. Our price for this wrench, f. o. b. cars, Philadelphia, is \$4. (128)

Yours very truly,

Hartford Steam Heating Co.,  
Hartford, Conn.

77.

Gentlemen :

We beg to quote the price of \$180, f. o. b. cars, Jersey City, for one 110"  $\frac{3}{4}$  housing, steel plate blower ; wheel to be 5  $\frac{1}{2}$  ft. in diameter, and the blower to be provided with a wheel 36" in diameter with 10" face. In regard to the order for a hot water boiler given me a few days ago, would ask whether you require special tappings. The boiler is tapped as follows : 6-2" flows, 4-2  $\frac{1}{2}$ " returns. Now we can give you 4-2  $\frac{1}{2}$  flows to correspond with the 4-2- $\frac{1}{2}$ " returns, or any other size that you may require. Hoping for an early reply, we remain (105)

Respectfully,

George Carson, Esq.,  
Roanoke, Va.

78.

Dear Sir :

Replying to your letter of yesterday, would say that I do not know of any position under the city government that is now vacant. There are, of course, a number of them at various times that are to be secured after a Civil Service examination, and largely from local influences following the examination. Your penmanship and position both indicate a high grade of intelligence, and there should be no doubt of your passing an excellent examination, but it might be necessary for you to have local influence in appointment. If you particularly desire a personal interview, you may call at my office, although I could add nothing to what I have written above. (113)

Yours truly,

Mr. Samuel Towne,  
Jefferson City, Mo.

79.

Dear Sir :

Replying to yours of yesterday, would say that I have received a number of applications for various appointments under the National Administration, but not being in a position to exert any influence in securing appointments, I have deemed it best not to sign any of the applications. I have made no exception whatever, even among old personal friends. Had I determined to indorse applications I do not think my influence would be of the least benefit except as a single name to add to the number. I trust that you will appreciate my motive as not being at all personal, but only following out what I had already determined upon some months ago. (113)

Yours truly,

Mr. Arthur Kline,  
Brunswick, Ga.

80.

My dear Sir :

I observe that you have filed your papers as an applicant for the appointment of local Revenue Collector for this district.



I do not know that my influence or services would be of any value to you, but if you think they would be, it will afford me much pleasure to do anything that may advance your interest in securing the appointment. I know of no one more competent to perform the duties than you are, and the interest you have always manifested in behalf of the party, likewise that of your father and brother, certainly merits recognition. I have not forgotten the earnest support given to me as a candidate, and feel that I owe it to you to do everything possible in reciprocation. If you will advise me whether I can aid you in any direction, I will gladly act at once. With kind regards and best wishes, I am

Yours very truly, (152)

F. P. Miller, D. D.,

81.

Syracuse, N. Y.

My dear Dr. Miller :

I have read with great interest the major portion of your MS. entitled "A New Achievement," recently submitted by you to us for examination. In many respects I have found the work a valuable and suggestive one. Many of its descriptions are vivid, and some of its characters are exceedingly well drawn. It gives me very great pleasure to bear this testimony to the general worth of the MS. I wish that in connection with this I could say that we deem it best, after looking at the matter in all its bearings, to undertake the publication of the book. We do not feel this, however. In part, I may say that we are led to this decision by the fact that we have considerable material on hand awaiting publication, some of which is in story form. At the best, it would be quite a little while before we could bring the story out, if it were accepted for publication. In addition to this I may say that, on the whole, we are seeking to diminish, rather than increase, the number of books in the story form that we issue. Under the circumstances, therefore, and with very great regret, we feel that we must return the MS. to you, thanking you for your consideration of us. (206)

Very sincerely yours,



Rev. Albert Harriman, D. D.,  
Lowell, Mass.

82.

Dear Dr. Harriman :

For the sake of the cause in general, and for the sake of our paper in particular, will you not permit us to announce therein that you will give us two or three articles, more or less, on preachers or preaching, or something connected with either or both. You will know best how to formulate the matter and in what shape to present it ; at least, let the topic be one that thoroughly interests you yourself. We would ask that the articles contain from eight hundred to one thousand words, and that the first one reach us within the next week or two. We are sorry that we cannot offer you what such work from your pen is worth, but trust that in the near future the success of the publication will enable us materially to increase the remuneration.

Hoping that we may hear from you favorably as soon as may be, I remain

(154)

Yours sincerely,

Mrs. Mary S. Magee,  
Indianapolis, Ind.

83.

My dear Madam :

In response to yours of October 27, allow me to say that we had two copies made of the contract enclosed with yours, and the same have been forwarded to you signed by our Secretary. Of course you will return one to us. We are very glad indeed to learn from your letter that, from your end of the line, the prospects for "Nature Studies" are so good. We shall be very glad if the book shall find recognition as a supplementary reader. It will be very helpful to it. I may say that so far as we are concerned the prospects are very bright. We have secured in our own city the names of officers and members of the Audubon Society, and shall seek to bring the book to the notice of the Ornithological Society, which holds its anniversary at the Academy of Natural Sciences about the middle of November.

Enclosed you will find a couple of advertisements of the book. I am told by the Advertising Department that very speedily a special circular will be prepared, describing the book and including portions of some of the best notices which have been received. So far, all the reviews have been exceedingly favorable. With all good wishes, I am (209)

Very truly yours,

Mr. T. Kendall,

84.

1312 Cherry St., Providence, R. I.

Dear Sir :

In response to yours of Oct. 21, which was duly received with accompanying designs, let me say that, just at the present time, we are not in need of designs for book covers other than those for which we have made arrangements. In returning to you the designs as per your request, I may ask what price you would put upon your work. For example, what do you deem the value, per design, of the two which you submit? It may possibly be that in the course of a month or six weeks we could use the red one, although I am in doubt about it at present. We shall be glad to hear from you respecting the information which we ask in regard to price. (126)

Very truly yours,

Messrs. Fry & Stacy,

85.

Sioux City, Ia.

Dear Sirs :

Replying to your kind favor of the 3d inst., requesting prices upon note and letter sheets, we beg leave to append the following estimate :

20,000 Note sheets, printed upon Banker's

Linen, in pads of 100 each, two

changes, . . . . . \$1.75 per M.

20,000 Note sheets, printed on Crown

Linen, . . . . . 1.50 "

10,000 Letter sheets, in pads of 100 each,

one change, printed on Crown Linen, 2.35 "

We mail you, under separate cover, our sample book of papers, in which you will note the prices of quality and length in the upper left-hand corner. We take pleasure in quoting you a discount of 35% upon these papers as listed. Edison's Mimeograph Stencil paper, \$1.75 per quire; and all small 6-oz. tubes of Mimeograph ink, 60 cents each. (126)

Yours truly,

The Second National Bank,

86.

Leavenworth, Kans.

Gentlemen :

We are in receipt of your esteemed order of the 14th, and will increase order to 150 pocket check books, understanding that they are all to be the same style as previously made, except checks are to be flat, instead of folded. The books are to hold 25 checks each, to have the same kind of leather covers, and stamped on side in gold; 50 books to be stamped, and 100 not stamped. When bound flat, we frequently put 50 checks in a book, which would make fewer books; but we will bind 25 to book, unless we hear from you to the contrary. As they are all lithographed at the same time, the work will not be delayed by increasing the order. We will hurry the books as much as possible; but the stamping will slightly delay the work. We have to-day shipped the copying-press stand, as ordered. We will send the additional copying sheets of the new style, as soon as we receive our next invoice of them, having already sold our first supply. (179)

Yours truly,

Mr. John Acker,

87.

Lock Haven, Pa.

Dear Sir :

We are in receipt of your esteemed favor, and will have the pocket checks stamped and bound as quickly as possible; but the stamping will cause some delay. The drafts are about to be stamped, and we will hasten the work all we can, using our best

endeavors to forward the book by Tuesday next. If, however, you should run short of drafts in the meantime, we could mail you some loose, binding the corresponding stubs in the book. If you desire us to do this, please advise by return mail how many drafts are required. Your order given to our Mr. Blank was duly received, and we are proceeding with the ledgers, although we would like to verify our understanding of the lettering. Are both ledgers to be lettered A to L—one A to L No. 23, and the other A to L No. 24?

Thanking you for the orders and awaiting your reply in regard to the lettering, we remain

(163)

Yours truly,

The Tradesmen's Trust Company,  
Warren, O.

88.

Gentlemen :

We are in receipt of your order for Tokio letter books, for which please accept our thanks. These come in four styles of binding, as follows: sheep back and corners, dark red cloth sides; dark green leather back and corners, dark green cloth sides; imitation Russia back and corners, black cloth sides; full duck binding. Kindly advise which style of binding you want, and we shall give the order our immediate attention.

In writing you this morning, in reply to your letter ordering check book, unstamped, for McM. and McC., we neglected to state that all of your checks with blank date are having the revenue stamps imprinted upon them, in accordance with your previous order, and all of the checks that we now have unstamped are dated 190.

Please advise if we shall make up an edition of 1000 checks with blank date, so that we can fill this order and hold balance subject to your future orders. If so, please give quantity for each color of paper.

(169)

Yours truly,

The Garth Packing Co.,  
Roanoke, Va.

89.

Gentlemen :

We are in receipt of your inquiry in regard to bill head, and enclose a paper with the wording marked off in about the position we would suggest printing. As there are a great many items, we do not think they could be arranged better than to place them on the left-hand corner, as we have indicated. We enclose a sample of pink paper, and will supply 5,000 for \$20, 1,000 for \$6—loose, not tableted. Upon receipt of your order, we should be pleased to submit a proof before printing. In the matter of your order for 1,000 checks, of white paper, the same as we are supplying, we note your suggestion to put a line dividing the space on the end from the check proper; which we will have done, and think it will improve the appearance of the check. Kindly advise if you wish the checks dated all 189, or whether we shall date them with figure 1 only. We can make half 189, and the other half 190; or a portion 189, and the balance with figure 1 only. Awaiting your reply in regard to dating, and thanking you for order, we remain

(200)

Yours truly,

The Evanson Printing Co.,  
Boston, Mass.

90.

Gentlemen :

Your esteemed favor of the 8th inst. has been duly received and has had our careful attention. We should be pleased to be favored with your<sup>d</sup> order for a font of Agate Music No. 3, suitable for the composition of Gregorian chant music, but the conditions upon which you predicate the purchase are such that we cannot entertain it; that is to say, we cannot cut and make matrices at our risk. We are not music typographers, and in order to set a page or part of a page, we should have to put it in the hands of a music typographer in our city. The whole thing would cause an outlay of far more than

any profit that could come to us on 50 or 75 pounds of music type. If you wish to cut and make matrices, as proposed in previous correspondence, believing that the thing can be accomplished as stated by making three matrices, we shall be pleased to do it ; but we cannot take the responsibility of making these and casting type and having music set therefrom at our risk. A bona fide order from you will be accepted, and we have no doubt whatever of giving you satisfaction. Awaiting your pleasure, we are

(216)

Yours truly,

Mr. F. P. Nelson,

91.

Urbana, O.

Dear Sir :

We are in receipt of your postal card of the 10th inst., requesting our catalogue or specimen book. We would suggest that you send us a list of what presses and material you want, stating about how many fonts of type you will require. On receipt of this information, we shall be pleased to give you an estimate of the cost. When it comes to the matter of selecting the type, we shall make arrangements to send you one of our large specimen books, showing all of our later productions. We are in a position to sell you any wire stitcher machine that you may select. We have been selling the McConnell Improved Wire Stitcher for some time past, and it has given general satisfaction. While we have every confidence in this machine, we do not feel that we would like to make any comparison with any other make. When you reply, kindly let us know what is the best way to get to your town. Trusting to hear from you at an early date, we are

(178)

Yours respectfully,

Mr. Jacob Ring,

92.

Philadelphia, Pa.

Dear Sir :

The party for whom you are making the large outfit of wood goods for us, desires to get a special case which we will

describe: He wants a case to hold lower case, points, spaces, quads and capitals; lower case arranged same as an ordinary case. The case is to be made as small as possible, with low partitions between boxes to be used on imposing stone to take up the smallest possible space. Please furnish a full size diagram of the same, specifying height of partitions. The 2-3 Macy Job Case is too large. There will only be a few types put in this case, being used for alterations in plates. The box, of course, is to be sufficiently large to allow for picking out type with fingers. You will please furnish estimate for a single tier Davis Cabinet, filled with this style case, cabinet to be the same height as your No. 6 would be, with flat top. If this is ordered, we should want it finished in antique oak, like the case now being made for us. We have not as yet heard from you in regard to the width of the strips for the galleys, about which we wrote you. Your early reply will oblige

(209)

Yours truly,

Mr. Eugene Hale,

93.

Morristown, N. J.

Dear Sir:

We are this morning in receipt of your esteemed favor of 10th inst., covering order for our smallest fonts of complete accents of 6, 8 and 10-point to match the 6 and 8-point samples you enclosed; but unfortunately, the cancelling machine in the post-office squeezed your samples out, as you will see by the corner of the envelope which we send herewith. We want you to replace samples of the 6 and 8-point, and also send samples of the 10-point. You seem to have some doubt about our clearly understanding your order, and we think it admits of two constructions; one, that you want complete fonts of type including accents 6, 8 and 10-point, although you do not name the weights of the fonts. Again, you say these fonts are to include accents and the proportionate quantity of quadrates, of the same face as the Small Pica we have furnished you at various times. Another



construction is that you simply want accents ; but there is no proportion of quads with accents.

Awaiting your explanation with the samples, and bespeaking your kind attention, we are (195)

Yours respectfully,

The Elkins Lumber Co.,  
Lansing, Mich.

94.

Dear Sirs :

In answer to your letter of June 29, would say that you cannot be more surprised at the car of White Pine than we are, especially when you said that from 30 to 40 per cent. of it would run better than flooring quality. We did not tally or count any more of the lumber after receiving word to unload the car, but did lay out 1500 or 1600 feet which was better than a cull board, and this is by itself. We are so disgusted with the car of White Pine that we do not care even to make an offer for it. We think you had better write to our Lumberman's Exchange and have them select an inspector, after which you will know just what is in that lumber as far as grades go. (138)

Very truly yours;

Messrs. Folger Bros.,  
Williamsport, Pa.

95.

Dear Sirs :

Our Mr. Rhodes has said that you had given him the refusal of some base boards, worked and delivered to Atlantic City, N. J., at \$22.50 per thousand feet. We would like to have you ship one car of these boards direct to our yard, made up of sizes from 5-inch to 12-inch ; about three thousand feet of each size, surfaced four sides. We wish first to see how this car runs, and, if satisfactory, we will take three more cars from you, as we understand you have about 60,000 feet. Kindly get the first car off at once ; or if you will let us know when you have this car ready to dress, one of our firm will go to Williamsport and look at it. Terms, 2 per cent., thirty days, less freight. (142)

Yours respectfully,

J. D. Bedford & Bro.,

96.

Cumberland, Md.

Dear Sirs :

Your letter of inquiry to Superintendent Lindall was referred to me. Permit me to advise you that we pay 55 cents for first-class, and 35 cents for second-class White Oak crossties, Southern R. R. specifications, delivered alongside the track at or near grade, subject to our inspection. This delivery can be made on the Southern Railway anywhere between Vincent and Ryburg Junction. White Oak switch timber, 7 cents per lineal foot, at such lengths as may be needed, size 6 x 9, or we can accept switch timber and ties at these prices, f. o. b. cars on our tracks at Vincent or Ryburg Junction. If you have any ties or timber to sell at these prices, please advise how much, and when delivery can be made, as we will be in the market for White Oak crossties in the course of two months. If you have bridge or car lumber to sell, you will have to address Samuel Major, Purchasing Agent, Southern R. R. Co., Richmond, Va.

Yours truly,

Messrs. Finch & Co.,

97.

Jackson, Mich.

Gentlemen :

Sometime ago we gave you an order for five or six cars of White Pine Fencing. So that we can see what the lumber is like, we prefer that you send in only one car, rather than ship all the cars at once. We have received a number of cars of fencing from parties who claimed that their lumber was first-class, and when the cars came in, the fencing was not worth \$12 a thousand feet. If the rate of freight on the one car is more than it would be on the five or six cars, we should prefer to pay 25 or 50 cents more per thousand feet, rather than have the whole lot come in and not be up to the agreed standard. If your Mr. Martin has seen these strips, all right ; but if there are a lot of box strips in the shipment, we do not want them. (153)

Yours very truly,

Mr. F. G. Bond,

98.

Peoria, Ill.

Dear Sir :

In reply to your letter of October 19, we can quote you a price of \$3.75 per thousand pieces on two cars of plastering lath, f. o. b. Linden Junction, provided we receive the order before noon to-morrow. We can arrange to ship one car within one week, and the other within one month from date. We would further state that of three wholesalers who supply us with lath, two cannot fill the order at all, and the other cannot guarantee any better time than that stated, as lath are about the scarcest thing in the market at the present time. As our shipper will only hold this offer until to-morrow afternoon, we would suggest that you give this matter your immediate consideration, if you wish us to ship you the lath.

(131)

Respectfully yours,

Mr. Francis Page,

99.

Toledo, O.

Dear Sir :

Complying with your request of the 24th ult., we herewith enclose list of pieces and price per thousand feet which we can deliver to your buildings, provided we get the order before November 1, same to be shipped before November 12. Owing to an advance of \$2 per thousand feet in freight rates, to date from that time, our shippers will not give us prices except as stated. Shipments would be made to the nearest siding to your operation and we would haul direct from car.

15,000 pieces 3 x 9—18 Hemlock at \$18 per M. feet.

71,000 feet Shingling Lath, lineal measure, at \$5 per M.

This order must be entered before twelve o'clock noon, October 31, if you wish us to fill it at the above figures.

When you are in the market for White Pine, we would be very much pleased to have you send us a list of your requirements. We have in stock at all times beveled siding and dressed dimension shingles. We also have all grades of barn-boards and strips. We conduct a strictly wholesale business, and can satisfy you in price, quality and promptness of shipment.

Yours truly,

(193)

Finley Iron and Steel Manufacturing Co.,  
Newark, N. J.

100.

Gentlemen :

Replying to your favor of the 18th inst., duly received, would say that we accept order given us, as per yours of the above date, under the following conditions: Price on our "Big Vein Cumberland Coal" \$1.50 per gross ton at mines; rate of freight from mines to point of delivery, \$1.50, making price delivered, \$3.00 per gross ton, f. o. b. cars Central R. R. of N. J. tracks, Newark, N. J. The price given above is to hold good from now until April 1, 1900, subject, however, to the rise and fall in miner's wage scale; that is, should the rate per ton for mining coal be either advanced or reduced, the above figure will be either higher or lower accordingly; and further subject to car supply, strikes, accidents, and other delays unavoidable or beyond our control. Railroad weights are to govern settlements. Terms cash on the 15th day of the month for all coal shipped the previous month. Thanking you for your courtesy, we remain

(163)

Yours truly,

Messrs. Levy & Co.,

101.

Atchison, Kans.

Dear Sir :

Acknowledging receipt of your favor of the 26th inst., would say that we have been keeping a gang of men for the past two weeks waiting for the 16" pipe and fittings. We are advised this morning that Messrs. Whalen & Co. have secured the 16" Ell which has caused all the detention, and that it will be made ready in as short a time as possible. It should not take us very long to put this in place after it is delivered, and we ourselves are getting the work done so that it can be included in this month's charges. If the pipe is delivered by Friday morning, we can get the work done before Saturday. We will also arrange to send you our bill on that day, so that it can be included in your expenditures for the year just closing.

(143)

Yours very truly,

Mr. John Fry,  
Lynchburg, Va.

102.

Dear Sir :

I understand you have filled your first order of 17,500 feet of fit steel rail to Mr. Calder, and are now filling second order of 10,000 feet which he proposes using near Paulborough. He is making request for the further shipment of 20,000 feet for use in Whiting. Please arrange to ship this quantity to him with the necessary splice material as soon as possible. (64)

Yours truly,

Mr. James Slade,  
Xenia, O.

103.

Dear Sir :

I have notified Mr. Alberts to ship 10,000 feet of good fit 85-pound rail with splices to your care at Mt. Auburn. This will enable you to remove the bad 70-pound rail in both tracks at Hadley Station. Will you please advise whether you have any place where you want to use fit 85-pound rail in Mt. Auburn, and if so, how much ? (65)

Yours truly,

Messrs. Paul Kirby & Son,  
Scranton, Pa.

104.

Dear Sirs :

In reply to your favor dated 22d inst. would say, we are not rolling charcoal iron, as we have notified you before. We can furnish you soft steel sheets, cleaned, for the specifications, Nos. 19, 20, and 24. The quality is equal to charcoal iron. As far as the working goes we cannot guarantee this to be like sample, but it will be a smooth, clean surface. Nos. 19 and 20 we quote at 3.6-10 cents and No. 24 at 3.7-10 cents; all net cash, delivered in New York. We will furnish the specification red iron, cut to pattern, at \$2.35 per pound and the chute iron, 4x10, random lengths, at \$1.95, all net cash, f. o. b. mill. We

cannot make the other size you ask for, nor can we promise any special delivery on the above, but will do the best we can for you. (145)

Yours truly,

Messrs. Billings & Co.,  
Xenia, O.

105.

Gentlemen :

In reply to your favor of the 1st inst., would say that outside of some defective and odd sizes that we accumulate, and which we sell low, we only make regular sizes and brands of sheets and plates such as you have been buying. We enclose letter from our mill people, giving their present stock of defective and odd sheets, with prices. If you can dispose of this lot at the figure named we would be pleased to hear from you. The price,  $1\frac{3}{4}$  cents, is net ; f. o. b. mill, no commission, terms cash, thirty days. We make chute iron, all 26 inches wide, not cut to length (8 to 10 ft.), of red quality, which is used in our coal mines here in Pennsylvania, and which we are now selling at \$1.75, f. o. b. mill ; but I presume this would hardly be in your line. If you are in the market for any annealed iron or steel sheets, we should be pleased to receive your order. (157)

Yours very truly,

The Caperton Co., Ltd.,  
Phoenixville, Pa.

106

Dear Sir :

In reply to your favor dated 18th inst. would say, we will furnish you the corrugated black and painted iron, Nos. 22, 24, and 26, at the prices given on separate sheet. For painted corrugated iron, add 35 cents to those prices. We can now name you \$1.95 for chute iron,  $\frac{1}{4}$  to 16, in car load lots, all net cash f. o. b. mill. We are full of orders for corrugated iron, but can probably put some small lots in promptly.

The lightest we can roll sheets 48 inches square to be correct gauge, is No. 16, and we will furnish you the 3000 sheets of that gauge of blue annealed iron at \$2.35, f. o. b. mill,



Phoenixville; net cash 30 days; red iron at 1-10 cent per pound less. We can make shipments very promptly, say the first car in a week or ten days from receipt of your order, and so on until completed. We hope that the price named above will enable you to favor us with an order. (169)

Very truly,

The Troy Foundry Co.,

107.

Troy, N. Y.

Dear Sirs:

We are in receipt of your favor dated the 15th inst., containing order for 100 sheets of refined galvanized iron, 3½ pounds to the square foot, 48x115, and in reply would say that we cannot guarantee the weight of these sheets. We would have to roll these sheets light, 14 to weigh 3½ pounds after galvanized. You say the sheets must be free from salamoniack specks. We can have them done as well as any one, but will not guarantee them not to color a white liquor. If you are willing to take the risk, we will make the iron. We are not prepared to furnish Rock iron cleaned or washed. We found that most of our customers would not pay any extra for it, and, in fact, did not care about the dirt. We can furnish you the Rock brand, such as you have been using, at the price given on separate sheet, all net cash, 30 days, delivered in Troy, N. Y., deliveries June and July. (168)

Yours truly,

The Mortimer-Wilson Co.,

108.

Alliance, O.

Gentlemen:

We are in receipt of your dispatch in reference to the order No. 6451, and in reply would say that we have been disappointed in getting steel bars, but expect them to arrive daily. We will make the order as soon as they come in. We are also in receipt of your order No. 6478, for 4200 square feet of iron, painted both sides, 22 x 108. Is this to be corrugated? You do not men-



tion it on the order. If the sheets are to be corrugated, the extreme length we can corrugate is 106 inches, but we prefer to have them shorter—say, 100 or 102 inches long. Please let us know about this promptly. Regarding the invoice of Nov. 19, we do not feel that we are liable for the extra cost of straightening the plates. We rolled the iron as straight as any mill could do so, and if we had known you wanted it perfectly straight, we would not have undertaken it. Your customer would have to have it straightened, no matter where it was made, and should have returned the sheets. Under the circumstances, we do not feel that we are at fault, and must decline to allow the claim.

Very truly yours, (203)

Mr. Wm. Reeves,  
Joplin, Mo.

109.

Dear Sir :

Our agent at Silverton has handed to us your letter, requesting our Company to make you a bid for your output of lead and copper ore for the coming season. We would be pleased to comply with your request ; but, before being able to do so in an intelligent manner, we should have a sample, say of one hundred pounds, of what you consider a fair average of the vein matter from your mine. I presume that you are aware that your concentrates, provided they carry an excess of iron, are more desirable for fluxing purposes, and therefore call for lower treatment-charge per ton than your crude ore, which carries, I understand, quite an excess of silica. We are paying now for copper \$1.50 to \$2 per unit, based on the per cent. of copper in ore ; and, for lead, 45 cents to 75 cents per unit, on the same rule as fixes price for copper. As soon as your samples are received, and our chemist has completed his analyses of them, we will send you scale of prices, covering all your different grades of ore and concentrates. We pay \$19 per ounce for gold, and 95 per cent. of New York quotations for silver. (204)

Yours truly,

Roland Pennock, Esq.,  
St. Joseph, Mich.

110.

Dear Sir :

In reply to your letter of the 1st inst., will offer for your consideration the following mining property. The same is for sale at \$30,000—\$5,000 down, and the balance in five equal payments, allowing six months to elapse between each payment. Of course, you understand that, in case default is made in meeting any one payment when the same falls due, all money previously paid belongs to the present owner. Bonds and lease are placed on record, and deed for the property will be placed on escrow with our First National Bank here, and put on record after the receipt for the last payment is given. The property consists of three full claims, each 1,500 feet by 300 feet, patented a little over a year ago. On Claim One a shaft has been sunk to a depth of 450 feet. At a depth of 250 feet, and again at 400, a cross-cut tunnel has been run in about 200 feet, to locate the vein, which had dipped away from the shaft. In the lower cross-cut, the ore body had been uncovered and considerable ore stoped out, ready for mining; but, owing to the fact that it was too low grade to allow the shipment before concentration, nothing has yet been done with it. Tests made from this vein show that fine vanners will effect a saving of nearly 90% of the ore's value, and should be done at a cost not to exceed \$2.25 per ton. A concentrating and milling plant should be erected for a daily capacity of at least 50 tons of ore, which would produce a car per day of silver-lead concentrates, that would run about \$70 per ton. On the other two claims, prospecting has only been done with diamond drills, sinking to the depth of about 300 feet, and showing, from assays made from the cores, two good ore bodies, containing silver and lead, with a little gold, equal to about \$45 per ton. A tunnel should be run, and enough drifting undertaken to locate the ore under the drill-holes; for, should it be found as the drill indicates, a valuable mine would at once be

opened and shipments of ore to the smelters commence at once. If you care to do anything with this proposition, your expert will be given every opportunity to make a complete examination ; after which, I feel assured, he will recognize the property as a most promising mine investment. (392)

Yours truly,

Messrs. Rowan & Delp,

III.

Rockport, Mass.

Gentlemen :

I send herein a plan of the arrangement for the new hotel building on Cedar Avenue. For the purpose of discussion, I have shown it separated from the present building. Although this seems to have some advantages, I do not particularly urge the separation. You will observe that the plan embraces almost everything needed to make a complete hotel in itself ; and, it appears to me, it could be run during part of the year with the other house closed. Three chamber stories will give you seventy rooms and twenty bath-rooms. I hope you will look the matter over carefully ; and, if you think well of it, I will be glad to develop promptly more complete working drawings. (119)

Very truly yours,

Messrs. L. J. Manning & Co.,

II2.

Montreal, Canada.

Dear Sirs :

I have your favors of July 10 and July 14. From these I understand that, for the sum of \$92, you will cut the inscription as shown on plaster model, in raised letters having polished surface ; first removing the granite shield and the two medallions. With the understanding that this shall be done as soon as possible, and that some of the letters shall be modified (reduced in size), please consider the order awarded to you. Perhaps you would prefer to make a sketch of the inscription yourselves ; in which case kindly consider the matter of putting the letters in straight lines, making the words " Erected to the Memory of "

with smaller letters, and "Mary T. Langley" of the same size they were made in the plaster model. Before the letters shall have been inscribed, Mr. Langley would like to see them laid out on a polished panel, perhaps by pasting on perforated paper.

Very truly yours, (140)

Mr. George W. Warren,  
Scranton, Pa.

113.

My dear Sir :

I have seen Mr. Baker, and he distinctly understands that he is not to proceed in the matter of your heating apparatus without further notice. I have also seen Mr. Walters, of the Jamison Bros. Company, who tells me that he visited you to-day. He is not sufficiently familiar with the details of the work to come to a definite conclusion concerning the remedies to be applied. He intends, however, to visit the house again the next cold day (which the forecaster says will be the 13th), and thus obtain data for the complete study of the case. I expect to send you some sketches of the three new rooms, fifth story, perhaps to-day. By the way, these new rooms will add to the difficulties of the heating problem, and will probably compel us to adopt a partial system of direct radiation, either of steam or hot water. I cannot find anything ready-made suitable for your glazed door panels for front door. I send you a sketch showing the idea. I also enclose a tracing showing you a revised arrangement of stairs and toilet-room, which, in my judgment, is a great improvement on the original, and will not, so far as I can see, affect the contract. You will be pleased to discover a good-sized closet under the stairs, independent of the toilet-room. This is one of the results of a careful study of the details, of which, I think, you should have the benefit. Kindly return the sketch with your approval or disapproval. Have you turned over the "Requirements for Heating" to Wilkins & Co.? They have not yet called for the blue-prints. (276)

Very truly yours,

Dr. Percival Johnson,

114.

Lowell Hospital, Lowell, Mass.

My dear Doctor :

I send you herein a blue-print plan of the second floor of the Memorial Wards, Northampton Hospital. The stairs "B" are open to the weather on this second floor, as I understood they were intended to be. It has developed that in damp, mild weather succeeding cold weather, the stairs, being of iron, occasion a wonderful amount of condensation ; they are literally dripping. It is urged that storm doors placed at "A" will overcome this difficulty, and I believe that they will ; and unless you urge a decided objection to their being placed there, I suppose it will be done.

Another matter : One of our Board who has been visiting New York hospitals is very much disturbed that we have not placed cement coves instead of wood in the angle formed by the floor and the wall. The form of the wooden moulding there is as shown on the drawing, "nailed to the floor," as described on page 5 of the printed specifications ; its bed on the floor is  $1\frac{3}{8}$ " instead of 2". Do you think this of sufficient importance to justify the taking up of the present wooden moulding, cutting away the floor and putting in cement ? There has been devised a metal moulding for this purpose, which has the advantage of being brought down to a thinner edge than the wood ; but I cannot believe that this practically makes much difference, as long as the floor itself is wood and liable to have some fine seams.

Hoping you will be able to find time to wedge in a brief reply to these inquiries, I am

Very sincerely yours,

Dr. Philip Rowe,

115.

Frankfort, Ky.

My dear Dr. Rowe :

Believing the Library at Lexington to be completed so far as the builder is concerned, in all essential points, I yesterday

visited it by appointment with Dr. Wilkes and Mr. Chapelle. There is some cleansing of the brickwork, touching up of the paint and plaster, and some minor items of joinery to be done ; and then I think it may safely be said that the contractor's work is finished. Dr. Wilkes is to advise me when these things shall have been attended to. I encouraged Dr. Wilkes and Dr. Chase to take possession of the building as soon as it shall be convenient for them ; they think they will be ready to begin carrying over the books next Saturday, the 19th. They appear to be, I was about to say, satisfied with the building; but it is safe to say more than that, they are delighted. As to Mr. Grey's balance, he will soon render me his account, which I will verify, O. K., and transmit to you. It may be that I will ask you to put your check or checks into my hands until I am sure that the Release of Liens by all parties shall have been properly made. I hope that before the dedication takes place the grass will be growing around the building (the terrace now looks like a railroad filling), and that everything will make a satisfactory impression.

Kindly let me hear from you, especially in advance of your coming down, as I am sometimes for a few hours absent from the office.

Very sincerely yours,

Col. Henry C. Wade,

116.

Memphis, Tenn.

My dear Colonel :

There have been three or four persons here to-day to obtain information concerning the tanks for the Equitable Building. They all say that they have been sent by Mr. Hopkins and that they are makers of wooden tanks. They suggest that the sizes given by the plans are too small for 5000 gallon tanks. This is true if the tanks shall be made of wood, but steel was contemplated when the sizes were placed upon the plans. I would advise you to obtain at the same time prices from reputable tank-makers for tanks made of steel plate, riveted up water-



tight. It seems to me that they will be less likely to give trouble with leakage, and you will thus be able to have a larger stock of water in the allotted space. (Incidentally, I do not suppose that a few gallons, more or less, makes much difference.) You will remember that the upper tank of the two was intended for the sprinkling service, which, if put in, will give you a more favorable rate for fire insurance. I take it for granted that you have made inquiry of your insurance agent, and are satisfied that it will pay you to put in this sprinkling service; if not, you might save money both on tanks, tank-house, and sprinklers, by omitting this service altogether. I write this to again call your attention to this subject, so that there shall be no misunderstanding between you and me in regard to it. Undoubtedly one tank would answer for all house purposes.

Truly yours,

Joseph E. Durham, Supt. State Hospital,  
Quincy, Ill.

117.

My dear Sir :

Since writing you this morning, Mr. Dexter, who I understand is the painter employed by Nolan & Abbott to do the work of the State Hospital, has called to see me in regard to the finish of the hard wood, and also refers to the question of substitution of other than the specified materials for the floor surfaces. He states that he is on very friendly terms with several members of the Board of Trustees, and intimates that he will be held responsible for the enduring qualities of the work, and that he knows he cannot make good work without filling the grain, etc. It did not seem necessary for me at this point to enter into any controversy with him on the subject. The puzzle is to know why he should have taken the contract under the specifications. To my knowledge, the specifications have not been changed between Nolan & Abbott and the Trustees; I did not give Mr. Dexter any ground to expect that they will be changed. I suggested to him that he should finish a small room; floors, doors, shutters,



and trims, according to the specifications and to the best of his ability, and then ask for your approval or condemnation. It will then be possible to decide whether or not he is to go on with the work on that basis. In the meantime, the erected work is suffering for want of attention and stands a chance of injury for want of treatment, which may lead to the condemnation of some of it. Please understand that I have no objection, *per se*, to the alteration of the specifications, if such an alteration will bring to you more satisfactory results; but my contention is, that there is labor and material enough provided in the specifications to make excellent and altogether suitable work. It is not, and ought not to be, all furniture finish. The stair rails, doors, and shutters are intended to be polished; all the rest is specified to be "well laid on with the brush." Would it be practicable to have another workman finish a second room in the manner specified in the contract for comparison with Mr. Dexter's performance? You will agree with me, that in this matter of finish there is no amount of talk equivalent to an actual specimen. (365)

Very truly yours,

Owen Dempster, Esq.,

118.

Cashier Sacramento National Bank,  
Sacramento, Cal.

Dear Sir :

Referring to your favor of July 8, I beg to say that our putting the glass in small panels and making it wire glass, were done in the interest of the safety of the heads which must live and think under this ceiling light, as well as the safety of the man or woman who, in cleaning the glass, might make a misstep. The large plate glass which you suggest would, of course, give a little more light; but it would be much more expensive, and attended with greater danger to those under it, and greater danger of breakage in handling. Should you wish to discuss further the change which you propose, I suggest that you write to the Western Wire Glass Manufacturing

Company, Virginia City, Nev., in regard to the wire glass, and to the Denver Plate Glass Company, Denver, Col., in relation to the plate glass. These parties will probably give you the outside limits at which they would regard their horizontal plates safe. A still more expensive method, by which you could secure a larger field of light, would be the use of iron instead of wooden sashes. We understand that you intend to remove the upper ceiling light in any event. There is an error in one of the notes on the blue-print which was sent to you: The term "rough" instead of "ribbed" glass is used: it should be ribbed glass, of course. This will give more light and will have a pleasant effect. It must be remembered that any increase of size of lights increases the thickness of the glass and the dangerous results of breakage. If you should decide to use the large panes of plate glass, I think it would be prudent to strongly suspend beneath them a heavy wire netting. I shall be glad to advise you further in regard to the matter if you think it necessary. (231)

Yours very truly,

Mr. Wallace Kirkpatrick,  
Pittsburg, Pa.

119.

Dear Sir:

A temporary bridgeway from door to door, between the laboratory and college, is immediately wanted, with steps to the ground facing the west. Kindly have this done by Tuesday night if possible. It is of the highest importance that a force of men should be put in the first story, and the floor laid and finished by Tuesday night. If this is not done, your promise to have the building ready by the 17th avails nothing, and there will be a great deal of confusion. Having received from your foreman the information that the first quarter landing of the main stairs is only 14 inches below the second floor level of the Bacteriological Laboratory, it becomes apparent that it is much better to put the door through the wall at that point with only two rises from the quarter landing, than to place it as originally

suggested. Please proceed with this without delay, so that this laboratory may be also exhibited on Wednesday evening next. Inclosed please find communication from the Ornamental Iron & Fence Company, in which they assume the responsibility of converting the lower end of the fire-escape into a sliding and balanced ladder. I have given my consent to this, with the condition that it is satisfactory to the Building Inspectors (whom I assume to represent the Board of Fire-escapes), and to yourself as a builder. I leave the matter in your hands. I beg to remind you that I have not yet received your estimate of rebate on account of the omission of the cross-partition in the work-room. The drawing for hinged vault lights awaits your call; the drawing for the front ornamental ironwork I shall hold until a conference with Mr. Paxson shall have been had. (246)

Very truly yours,

Benjamin D. Grover, M. D.,  
Rochester, N. Y.

120.

Dear Dr. Grover :

Mr. Cloud is here and desires me to request you to put yourself in communication with the Abrams-Boyce Company, of this city, with regard to the blackboards required in the Stafford Medical College Laboratory. Mr. Cloud some time ago gave them the data for these blackboards. On reminding them two days ago that they had not complied with his request for prices, it was found that they had not only neglected to attend to the matter, but have lost the data. They now promise, however, to put themselves in action; and perhaps the better way to obtain results will be for you to see them at their place of business, if at all convenient for you to do so. They have been requested to send some pick-up boards for temporary service, and have agreed to do this without extra charge.

Since your call on Monday last, I have visited the laboratory. You will be pleased to know that the difficulty of maintaining the sinks in the third story has disappeared, through the

combined ingenuity of the plumber and the writer. The same may be reported of the difficulty in draining the dissecting-table. I think we shall be obliged to raise a slight platform in the department of Histology and Embryology, in which I think Dr. Wise is interested. Will a small platform of say not exceeding 5" rise, between the tables and the division wall between laboratories, be a serious objection? We are obliged to have a little more room for drainage than I originally expected; and I think that we must build the platform as above suggested, or put a metallic-covered gutter, which I fear might be considered objectionable. I wish, if possible, that you and Dr. Wise would do what you can to help me through this difficulty. (298)

Yours truly,

Messrs. Vane & Linden,

121.

Bordentown, N. J.

Dear Sirs :

We should be pleased to have your terms on the following work, to be done on box-wagon similar to the one you now have in your shop : Repainting and lettering, hooping one hind wheel, set of eye-bolts and rings in swingle-trees, two spokes, new bolts and plate in swingle-trees, repairing hole in floor, new front, replacing hind curtain, two bolts in post-brace, one new front part of foot-board with rivets.

Your best price on these repairs will greatly oblige (80)

Yours truly,

Mr. Martin Kolb,

122.

Lancaster, Pa.

Dear Sir :

We desire to call your attention to the fact that we make a specialty of manufacturing and putting up complete wire window and door screens for all classes of buildings. Our window screens are constructed with slides, with or without springs; or to swing on hinges. The frames for windows and doors are made either of hard wood, oiled, shellaced, or varnished; or soft wood, oiled, stained, or painted; and covered

with best quality of painted steel-wire cloth ; galvanized, brass, bronze, or copper-wire cloth. We have equipped some of the finest and largest residences, hotels, and institutions in and around Philadelphia ; and we feel confident we can do your work to your entire satisfaction. We will gladly furnish you estimate at any time, believing we can name you figures that will enable you to favor us with your order. (130)

Respectfully,

Mr. David Saltz,

123.

Elizabeth, N. J.

Dear Sir :

The sample books recently ordered by you have been forwarded to-day according to your instructions. Our previous efforts in collecting the most complete assortment of wall-paper in the U. S. have been surpassed this year, and the selection of patterns and colorings are much handsomer than ever. Our sample books show an abundance of pretty and useful things in wall-paper decorations, peculiarly different from other lines in the fact that each pattern is adapted to a special purpose. Contained in this year's assortment are papers suitable for the modest kitchen as well as the most luxurious parlor, and all at the lowest factory prices. Last season we notified you regarding the rise in wall-paper values and gave you an exceptional opportunity to lay in a supply at the old price. We still have some of our 1898 patterns in stock, they being represented in the sample books sent you to-day ; the prices on them are from 20% to 50% lower than the same qualities in 1899 patterns. All the quotations on new goods are the same to you for one-bundle orders as the largest dealer can secure from our factories on carload shipments. Sent herewith are two price-lists, one for broken quantities, the other for bundle quantities. Full information is given in each regarding discount, terms, etc. ; while on the back of order blanks enclosed, our system of prepaying freight is explained in detail. Moulding prices are the same as last year, and there has

been no change in the patterns. With the most adequate facilities for prompt shipment and the unparalleled selections in our line, there is every opportunity offered you for a successful season; and we strongly advise the early distribution of advertising matter sent. These sample books have been forwarded at pound rates. Should your express agent demand differently, pay him, send receipt to us, and we will have overcharge, if any, refunded to you. (225)

Very truly yours,

Mrs. Emma Gregg,

124.

Orange, N. J.

Dear Madam :

We have now completed our arrangements for the fall season, and very cordially invite your attention to the choice assortment of goods now displayed in our various departments.

Handkerchiefs : One of the special features of our business is the department for strictly pure linen handkerchiefs, for men, women and children. Here there are the plain hemstitched sort of every weight and size, ranging in price from 10 cents each to \$60 per dozen; embroidered lace, lace-trimmed and novelty handkerchiefs at from 12½ cents to \$35 each, and whatever else is worth having in pure linen handkerchiefs. The enclosed samples, with prices affixed, which are submitted for your consideration, give a fair idea of values. We will gladly send samples of finer qualities on request.

Embroidery : Our exceptional facilities for embroidering to order initials, monograms, crests, etc., on household linens and handkerchiefs, enable us to do most beautiful work at moderate prices. On accompanying sheet we submit a collection of designs especially suitable for handkerchiefs. As the holiday season approaches the demand for this work will probably be greater than we can supply; in soliciting your orders, we therefore beg to suggest that you will favor us with them at your early convenience.



Household Linens : For nearly half a century we have been specialists in the supplying of every linen requisite for the diningroom, bedroom, bathroom, and kitchen. Our fall stock of these goods has been gathered from many sources, with all the skill and care derived from long experience. It contains whatever is newest and best in each line, and every article in the entire collection is guaranteed pure linen.

Bed Coverings : This department is replete with the best makers of blankets, bedspreads, coverlets, etc., in all sizes.

Trousseaux and housekeeping outfits receive our most careful attention. (299)

Respectfully,

Mr. James Fackler,

125.

Lexington, Ky.

Dear Sir :

In reply to yours of November 7, we will send you a copy of our new poultry supply catalogue in a week or ten days ; it is now in the hands of the printer. In regard to kale and its cultivation, it should be sown in the seed-bed and transplanted into the open ground, and set in rows like cabbage. It is planted both in spring and autumn ; the former crop is for the autumn consumption, and the latter is carried over winter after the manner of spinach, protected by a light cover of some sort of litter. It is often very profitable to grow for market-gardeners and a good green for chickens. We quote you Russian Sunflower seed at \$1.25 per bu., and hope to be favored with your orders. (143)

Very truly yours,

Mr. Arthur Marshall,

126.

Asheville, N, C.

Dear Sir :

We have sent you the six packets of tomato seed ordered, and enclose you herewith a few sample seeds of a new tomato which has never been named, and which we believe will make a



very fine one under glass ; it is remarkably early, of large size, smooth, and enormously prolific, if it acts under glass as it did the past season out of doors. Will you kindly test it and report to us, calling it No. 25 ? We have no new crop of Winter Queen Celery seed yet in store, but expect to have it here in the course of a week or two. Owing to the very short crop of the seed this year it will be selling higher than heretofore ; the best price we can make you is \$4 per lb. Please advise us if you desire us to fill your order on receipt of the new stock. (150)

Very truly yours,

Messrs. Kline & Monroe,

127.

Water St., New York.

Gentlemen :

In regard to your pushing the sale of incubators, about which we have had some correspondence with you, we have learned that the trade with South America has been but limited ; but that orders from New Zealand, Australia, and South Africa are very frequent. We see no reason why, if properly worked up, there should not be a large trade in incubators in your territory. The manufacturers are willing to back us up in pushing them, and have offered two machines as samples ; it would also be well to get up a little four-page Spanish circular in regard to them. Under our department of poultry supplies we have the agency and are carrying in stock a line of the "Sanitas" disinfectants, which we can sell to as good, if not better, advantage than any others. The line is very complete and we believe "Sanitas" goods are the very best disinfectants to be had.

Very truly yours,

(153)

Mr. August Groesbeck,

128.

Waynesburg, Penna.

Dear Sir :

Yours of the 10th at hand and contents noted. There has been but little demand for buckwheat these last few days. Your sample is all right. If you will put two or three tons to

Philadelphia, at \$2.25, draft on arrival, I will accept the same. You do not say whether it is put up in muslin sacks or seamless. I was unable to make you any bid on two cars of bran midds. to-day, as you wanted to ship them immediately, and I had no points to give you to ship to ; but should you want to accept a bid on midds. and bran for early shipment, I will give you \$17.50 for midds. and \$16.50 for bran, although I must have a few days' notice in order to dispose of it. (135)

Yours respectfully,

Messrs. Adams & Conroy,  
Urbana, O.

129.

Dear Sirs :

Since your Mr. Adams's visit, we have been at considerable pains to investigate the condition of the Hawkeye Flour, and now make a report of the same, as given by a regular inspector of this port. He has just examined some of the stock in store, and says the flour is not unsound in any way, and that the smell noticed by Mr. Adams and the writer is caused from age and does not show anything wrong with the goods. The writer had a barrel of the flour sent home, and is now using it in his family, with just as good results as was obtained from Pillsbury's Best. We feel convinced, therefore, that the goods are all right, except for the presence of worms in the one barrel opened, about which you complained. Under the present market conditions, we would recommend that you keep the flour, as the expense of sieving it would be more than made up by to-day's higher price. However, if you do not care to bother with it, and would prefer to have it returned, we will credit your account with whatever you send back. We much regret the annoyance this may have caused you. (201)

Very truly yours,

Mr. Thomas Bainbridge,  
Clearfield, Penna.

130.

Dear Sir :

The Tartan proofs have been examined, and we desire

the following changes made: On the pea label, the words "Choicest Sifted Peas" in both places. Whether it would look better to have the words follow the curved line under the dish, or to use small letters and print it in a straight line as at present, we would leave to the good judgment of your artist. The word "Fancy" to be substituted in place of "Maine" on the part of label only under the ear of corn. The word "Extra" to be placed on the front of the tomato label, and the words "Hand Packed" to appear in proper place on back of the same. Both the corn and pea labels require to be  $\frac{1}{4}$ -inch shorter than these samples, and the tomato label,  $\frac{1}{8}$ -inch shorter. Your careful attention is requested to these instructions. Please note that we have received no notice of shipment of the Lilliputian labels, and ask that you forward immediately. (165)

Yours truly,

Peter Arnold's Sons & Company,  
Knoxville, Tenn.

131.

Gentlemen:

Herewith find invoice and bill of lading for goods ordered by you under date of June 11. The order reached us on Monday and the goods went forward the same night. They will probably reach you in advance of this communication. We have carefully filled the order, with the exception of 10 lbs. of rice. We found, when we came to fill the order, that our best rice had become much affected by the intense heat of the past week. We have tried to buy better rice, but have failed, and rather than send you goods which we fear would not give satisfaction, we have not sent them at all. This reduces the amount of your bill a little, as you will see by the invoice. We have sent you the Mexican Cocoa, which is a taking and popular novelty in this line. We quote you 8 cents a box, and each box contains six tablets or three pieces the size of that in the sample. These boxes our agents are selling for 10 cents each, and in some cases two for 25 cents. The people buy it because it is a novelty, and it is

certainly very convenient and very palatable. We will sell you these at \$1.80 per carton of 24 boxes. We trust the goods will reach you in good time and condition and open up to your entire satisfaction and that of your customers. (235)

Yours very truly,

Mr. Charles Corbing,

132.

Mt. Carmel, Pa.

Dear Sir :

The following five brands of cigars, which have always sold well on account of quality, and of which the prices have been heretofore 10 per cent. above our present cost, are now sold as the best cigars on the market, and the quotations are lower than the same grade can be had anywhere else. Will you not try a sample lot?

“Bessie Kenton” (100’s), . . . \$33 per M.

Every ounce of tobacco in this brand is guaranteed to be pure Havana.

“Silver Rose” (50’s), . . . \$16 per M.

A choice domestic that sells readily for 3 cents each; \$20 would not be too much for them.

“Little Dutch” (50’s), . . . \$15 per M.

A very choice, small-sized domestic, made of Little Dutch Tobacco, always popular both as to style and flavor.

“Keystone” (50’s), . . . \$14.50 per M.

A large, fine, free-smoking domestic cigar, the best 2 for 5 cents that we have yet seen offered, and would be cheap at \$16 per M.

“Pittsburg Special Tobies” (250’s), . . . \$9 per M.

The sale of this cigar in the past has been extraordinary; from thousands it went to hundreds of thousands, and then to more than a million in a very few months. “Pittsburg Specials” are packed 250 in a drop-front box, and when tested by judges who do not know what they are trying, are always valued at \$18 to \$20 per M. We consider that at \$9 per M. we are giving the greatest bargain that has ever been offered in the Philadelphia market.

Crackers : Boss Lunch Milk Biscuit, the finest cracker in the country, packed in barrels,  $7\frac{1}{2}$  cents per lb. ; packed in boxes, 8 cents per lb. Lots of five barrels, or ten boxes, will be delivered free of freight with  $\frac{1}{4}$  of a cent reduction in price.

Pickles : We offer this week :

Gherkins, bbls. (1200-45 gal.), . . . \$5.90 per bbl.

“ kegs (600's), . . . 1.70 “ keg.

These are the choicest Empire State pickles. Choice Pickles sold at \$1.70 for 600's is a lower price than has ever been offered before.

Cheese : The market advances with additional firmness week by week. Castle Rock, the choicest cheese in this or any other market, price  $10\frac{1}{2}$  cents per lb. Every cheese is shipped with a full guarantee to be the richest and best flavored and finest grade.

Syrup : Ajax Syrup has four strong points : flavor, color, sweetness, and body ; beside these, it has the strongest of all points, popularity with customers of every sort.

Ajax Brand in bbls., . . . . . 25c.

“  $\frac{1}{2}$  “ . . . . . 28c.

Try a barrel of the wonderful No. 12 at  $9\frac{1}{2}$ c., sweet and good flavor. Large quantities are going out daily. (350)

Yours very respectfully,

Mr. Howard Wurtz,

133.

Supt. Children's Home,

Clayton, Del.

Dear Sir :

In reply to your request, our quotations are enclosed. We hope your valued order may be placed in our care :

1 bbl. Granulated Sugar, . . . . \$4.95 per bbl.

1 “ Keystone A “ . . . . 4.45 “

25 lbs. Powdered “ . . . . 5c. per lb.

1 pail Atmore's Best Mince Meat(celebrated), 8c. “

(Keystone), 7c. “

	Pure Codfish, . . .	5½c. per lb.
30 lbs.	Shredded Codfish, . . .	10c. "
½-bbl.	Mackerel (Fancy), . . .	\$16.00 per ½-bbl.
6 doz.	Gallon Apples, . . .	\$2.50 per doz.
2 cases	Extra Standard Yellow Free Peaches, 1.75	"
1 case	California Bartlett Pears, . . .	2.00 per lb.
3 doz.	Gallon Pumpkin, . . .	2.00 "
10 lbs.	Imported Sultana Raisins, . . .	14c. "
10 "	Loose Muscatel " . . .	7c. "
10 "	Cleaned Currants (lbs.), . . .	7c. "
100 "	40-50's California Prunes, . . .	7½c. "
50 "	Evaporated Apples, . . .	7½c. "
75 "	" Apricots, No. 1, . . .	15½c. "
50 "	" Peaches (Extra Choice), . . .	9½c. "
50 "	" Pears, " " . . .	9c. "
50 "	Pitted Cherries, . . .	12½c. "
200 "	Farina, . . .	3c. "
1 bbl.	Avena, . . .	\$4.60 per bbl.
2 bu.	Green Peas, . . .	1.15 per bu.
1 bbl.	Head Rice, . . .	6c. per lb.
50 lbs.	Barley, . . .	2c. "
1 bu.	Marrow Beans, . . .	\$1.90 per bu.
1 box	American Macaroni (lbs.), . . .	5½c. per lb.
20 lbs.	Egg Noodles, . . .	11c. "
6 cases	Paris Corn, . . .	95c. per doz.
6 "	Gallon Tomatoes, . . .	\$1.95 "
6 "	Acorn String Beans, . . .	60c. "
6 "	Boyer's Marrow Beans, . . .	\$1.17½ "
1 doz.	Cox's Gelatine, . . .	1.61 "
1 bbl.	Duffy's Pure Cider Vinegar, . . .	11c. per gal.
1 sack	Fine Salt, . . .	\$1.25 per sack.
1 bu.	Worcester Salt, . . .	60c. per bu.
1 qt.	Pure Vanilla, . . .	\$2.50 per qt.
1 "	" Lemon, . . .	2.00 "

1 bbl.	Sal. Soda,	. . . . .	65c. per cwt.
1 box	Eureka Starch,	. . . . .	2¾ c. per lb.
1 "	Elastic Starch,	. . . . .	\$5.00 per box.

Yours truly,

Messrs. Benning & Son,  
Wilmington, Del.

134.

Dear Sirs :

Our Mechanics' Lien Law was entirely remodeled by the Act of 1868. After an examination of our present Lien Law, I find that the Act of 1895, giving a remedy to a sub-contractor where the building is erected under contract in writing, and recorded, is embodied in our later Act, being Sections 2, 3, and 4. Our present law provides that the sub-contractor give to the owner notice of the amount due, and of the refusal of the contractor to pay. The owner shall thereupon give the contractor written notice of such notification and demand, and if the claim is not paid by the contractor, the owner, on being satisfied of the correctness of the demand, shall pay the same. The law provides that the contractor shall, within five days after receiving said notice, notify in writing the laborer or material-man that he disputes his claim, and request him to establish the same by judgment. The contractor shall also notify the owner in writing that he has given notice to the laborer or material-man that he disputes his claim, and that the same must be established by judgment. If we have not fully answered your questions, write us again.

(193)

Very truly yours,

Mr. Adam Lyons,  
South Bend, Ind.

135.

Dear Sir :

I was speaking to Mr. Krusen to-day in re. our conversation of this A. M., but he said they would not guarantee the amount of the encumbrance for a mortgage at any future date. That matter the mortgagee himself would have to look after. I



thought it was rather unreasonable when you spoke about it. As to submitting another plan to Mr. Foster, I hardly think it is necessary, because I can very readily see that anything in the way of plans and specifications submitted to the above-mentioned gentleman would be picked to pieces in a remarkably short time by our friend, Mr. Kelly. Do you not think it would be a good idea for Mr. Kelly or Mr. Foster to hand you a plan and let the same be handed to us for our inspection. If this matter can be attended to to-morrow, I am ready to take it up and push it to an issue at once. Awaiting an early reply from you, I beg to remain

(1697)

Yours very truly,

Mr. J. B. Leland,

136.

Danville, Va.

Dear Sir:

I acknowledge receipt of yours of the 14th inst., referring to Mr. Salter's lease. I had not overlooked the fact that you were to be paid \$500, due on account of principal out of the first moneys received by me this coal year. As a matter of fact, however, nothing has yet been received which could be divided among the parties interested, and thus come to you. From the condition of the colliery, it is not likely that there will be any large shipments made this year, and consequently the bulk of the payments to the owners by the Vernon Coal & Iron Company will be postponed until the end of the coal year, May 1, 1899, when they will pay the balance of the minimum rent due under the lease. In other words, the workings of the colliery are such that, until another slope is driven, there will be but little coal mined by the lessee, and therefore the rents will be small. As I have to pay first the taxes for this year, it is not likely that I shall have anything to divide among the owners for the next three or four months at least. Of course, it makes no difference in the end whether the lessee works much or little coal, seeing that he must pay at the end of the year a minimum rent of \$10,000.

Yours truly,

(131)

Dear Mr. Young :

137.

Referring to our conversation of yesterday, it struck me that perhaps it might be an additional argument to the Fortune Mining Company, that they should pay the rent monthly, as, by reason of their making no shipments, we are unable to pay the current expenses, including the bill which we owe their Land Company for taking care of the roads. I received this bill from them this morning, and I enclose it to you herewith. I think I explained to you a year ago that the Fortune Mining Company had had an act of Legislature passed, permitting the land owners to take charge of the roads and make the repairs thereon themselves, instead of having them done by the supervisors, if the land-owners were willing to undertake it. The Mining Company concluded that it would be more profitable to do it in that way ; and as we agreed to join them, the amount we pay as our share of the costs of the work is equal to the Road tax. The amount of our share for this year is stated on the bill which I enclose you herewith.

(188)

Truly yours,

W. S. Richards, Esq., Secretary,  
Wyoming Trust Company,  
St. Louis, Mo.

138.

Dear Sir :

Referring to your letter of the 27th inst. (received during my absence from the city), calling attention to a letter received by you from the home office, stating that they are awaiting definite instructions from us for taking titles to Trustees in Loans 1050 and 1117, we would say that we wrote you on March 6 last, that we were willing to advise our clients, the Executors of the estate of Mark Hackett, to agree to the arrangement suggested, and also to the parties suggested as Trustees ; but in view of the fact that they stood in a fiduciary capacity, they should be furnished with security by the Trustees, as otherwise they might make themselves personally liable. We received a letter in

reply, stating that it would hardly do to ask Mr. Wells to enter security in the matter, and that such a thing had never been asked in other cases. Our position in the matter is that, as the parties we represent are Executors and not individual owners, we cannot advise them to take the responsibility of putting the property or securities of the Estate out of their control and into the hands of others, entire strangers to them, without they were in some way indemnified for the responsibility they would assume by such action ; and this, although we have no doubt that both Mr. Wells and Mr. Atkins are entirely reliable men. Unless, therefore, it can be arranged that security should be given the Executors by the Trustees, we cannot advise the Executors to consent to the arrangement proposed ; but if such arrangement can be made, we are ready at once to agree to have it carried out. In my last letter I asked whether if such an arrangement should be made, the Hackett Estate would be reimbursed out of the moneys already collected for the amounts paid out for renewing insurance on both the properties. No reply was made to this inquiry in the letter which was sent by the home office. I presume there would be a satisfactory adjustment of this, as it would not be right that the Hackett Estate should bear the expense for all the parties in interest, while income has been collected from the property. (373)

Yours truly,

Mr. Samuel Bishop,

139.

Topeka, Kans.

Dear Sir :

Your favor enclosing drafts to my order for \$6000 and \$175 with which to pay the Invincible Trust Company the principal and interest of their mortgage of \$6000 on your property, Maple Avenue, Topeka, Kans., was duly received. I have settled with them to-day, and paid them principal and interest. I enclose you herewith the Mortgage ; the Bond, with their receipt endorsed thereon ; two Policies of Fire Insurance, upon

which they have endorsed that they have no further interest ; Abstract of Title ; Copy of Agreement ; Judgment Certificate ; Judgment List ; Opinion of John Huhn ; and two expired Fire Policies. I also enclose you Power of Attorney from the Invincible Company, authorizing the satisfaction of the mortgage in the Recorder of Deeds office of your county. I have left blank the name of the attorney, and you are authorized to fill in the name of whoever will go to the Recorder's office for the purpose of satisfying it. (166)

Yours truly,

Mr. Henry Weston,

140.

Trenton, N. J.

Dear Sir :

I acknowledge receipt of your favor of the 7th inst. In regard to the matter of a quick disposition of the real estate belonging to the Williams Estate now in our charge, I would say that I cannot report any better feeling in real estate here, or any better chance of disposing of the properties than there has been heretofore. While there seems to be some little inquiry in regard to real estate, we cannot say that there has been anything like a market. The bulk of what dealing has been done has been by way of exchange, and this, of course, it would be impossible to do with the properties belonging to the estate. I know very well that the properties bring you no income, seeing that it is necessary to pay for taxes and expenses all the income that is received ; at the same time, I do not believe that you can force any sale of the properties unless you shall make up your mind to cut the prices to a very low figure. I do not think that the houses on Milton Street, Fountain Street, and Fourth Street are likely to improve in value, and I do not believe that you could at this time dispose of them, even at considerably below what should be their fair value. As to the lots on Bailey Avenue, I would say that there is but little market for lots at all, unless by way of exchange, the truth being that dealers have

loaded themselves with new houses, and as they cannot dispose of them for cash considerations, seek to do so by trading off for lots ; and, as I have stated above, this the estate cannot do. I am sorry to have to continue to give you such a gloomy view of the matter, but under existing conditions, am unable to do otherwise. (303)

Very truly yours,

E. R. Milton, Esq.,  
Philadelphia.

141.

Dear Sir :

We obtained settlement with the purchaser of the Twelfth Street property on the 10th inst. We collected from him :—

Purchase Money, . . . . .	\$3,000.00
Proportion of Taxes from Nov. 6 to Dec. 31, . . . . .	6.38
Fire Insurance Policy, . . . . .	1.10
	<hr/>
	\$3,007.48

We paid thereout :—

Principal of the Mortgage, . . . . .	\$2,000.00
Interest and Satisfaction Fee, . . . . .	12.50
Revenue Stamp on Deed, . . . . .	3.00
Commission on sale of property, 1% . . . . .	30.00
	<hr/>
	2,045.50

Leaving balance, . . . . . \$ 961.98  
for which amount we enclose you our check to your order.  
Kindly acknowledge its receipt. (80)

Yours truly,

Annapolis Trust Company,  
Richard Marvel, Esq., Secretary,  
Annapolis, Md.

142.

Dear Sir :

Some time since an inquiry was made here on your behalf, in regard to the Estate of Jane Gibbons, deceased, of which this Company is Trustee, your Company being interested therein as Guardian of the Estates of the Jones minors. Jane Gibbons died

November 7, 1862, leaving a will, by which she left the residue of her estate, composed of real estate, to her trustees to collect the income thereof, and, subject to the payment of annuities of \$200 each to four daughters-in-law, to pay one-fourth of said income to each son during the term of his life, and at his death the real estate to go to such person or persons, etc., as would by the intestate laws be entitled to the same if he had died intestate seized thereof in fee. Without going into the intermediate details, it is sufficient for the present purpose to say that the four sons are dead, and that only two of the daughters-in-law, the annuitants, are alive, and that from time to time portions of the real estate have been sold and distributions made among the parties entitled. Samuel B. Gibbons, one of the four sons entitled to a one-fourth interest in his mother's (Jane Gibbon's) residuary estate, died, leaving a widow, Charlotte A. Gibbons, and an adopted daughter, Mrs. Jones, of whose children your Company is guardian. The income from the estate has been just about sufficient to pay the annuities, and to enable us to have in hand a sufficient amount so that the annuities may always be paid promptly, even if the income of the estate should for any reason fail to be paid to us when due by the parties owing it. I should perhaps add that Mrs. Charlotte A. Gibbons, mentioned above as the widow of Samuel B. Gibbons, is not one of the annuitants, she being his second wife. If you desire any further information we shall be glad to furnish it. (327)

Yours truly,

Richard Marvel, Esq., Secretary,  
Annapolis Trust Company,  
Annapolis, Md.

143.

Dear Sir :

I am the Executor of a small estate of which there are some assets in the State of Pennsylvania. They consist of two mortgages, amounting together to \$8500, and an interest in some real estate near Frankford. The latter interest I am not able to



value exactly, but my belief is that it will be under \$10,000. I do not anticipate any immediate division of the real estate last mentioned. The mortgages, however, may be paid in full before long and in the meantime interest is payable half-yearly. In order to collect the interest and principal of these mortgages, and also of this real estate asset, when it is payable, and to give valid discharges therefor, I shall be obliged to take out Ancillary Letters of Administration in the State of Pennsylvania. I should be glad to know whether it is your custom to act as sureties for administrators and executors, and if so what would be the annual charge for a case such as I have mentioned. The annual interest on the mortgages above mentioned is at the rate of five and four-tenths per cent. I am the Executor of the domicile, under letters probate recently issued. I understand that the duties of an Ancillary Administrator end when the moneys are paid over to the Executor of the domicile. (222)

Yours truly,

George A. Kerr, Esq.,  
Toronto, Canada.

144.

Dear Sir :

We have received your letter of October 20, in regard to the estate of which you are executor in Canada, and upon which you desire to take out Ancillary Letters of Administration in Pennsylvania. In reply to your inquiry, I would say that our charges in such matters are one per cent. upon the amount of the estate passing through the hands of the administrator, and for which he is responsible. The regulations of our Company, as well as of others doing a similar business, are that the securities and the funds of the estate shall be deposited with us, to be in our custody and control until the distribution of the estate has been ordered by our Orphans' Court, which has a jurisdiction of such matters. Under the law here, the account of the Administrator could not be filed for one year after the granting of the letters, and, of course, distribution could not be made until after



the account had been filed, passed and adjudicated by the Court. If it shall be necessary for us to act for you in the details of the estate, I think that we should be paid a further fee, the amount of which could be determined later. Replying to your final inquiry, I would say that after distribution has been ordered by the Court, the Ancillary Administrator will pay over the moneys to the executor of the domicile. Hoping to hear further from you, I am

(244)

Yours truly,

John T. Jackson, Esq.,

145.

Junction City, Kans.

Dear Sir :

By direction of the Executors of the Estate of Mary Brown, and in accordance with the directions contained in your letter to Mr. Hill, I have this day sent to the Merchants' National Bank of Junction City, the mortgage from Joseph Wentworth to the Investment Company, together with the assignment thereof to Mrs. Brown, the Assignment in blank by her Executors, and the other papers connected with the matter. I have instructed the Bank to deliver the same to you, upon payment of draft of the Executors for \$600, and expenses, in accordance with your letter. The following are the papers sent :

Bond (transfer endorsed),

Mortgage and Assignment thereof to Mary Brown,

Assignment from Executors of Estate of Mary Brown, and

Certificate of Executorship,

Abstract of Title,

Policy of Fire Insurance No. 403663, C. U. A. Co., expiring Nov. 26, 1900,

Application,

Receipt of County Treasurer for Tax Redemption, and Tax

Receipt for 1897.

(152)

Yours truly,

John S. Burns, Esq.,  
Philadelphia, Pa.

146.

Dear Sir :

The heirs of the estate of Elizabeth Wilson disposed of the "Brown" Mortgage on property in Topeka, Kansas. In the course of the negotiations for its disposal, they were surprised to be informed by the attorney of the proposed purchaser that the mortgage was barred by the Statute of Limitation; that under the Kansas law, the debt was barred unless suit was commenced within five years after it became due, and that, as under the terms of the mortgage, the whole principal became due upon default in payment of interest, it became barred in 1898, as default in payment of interest was made in 1893. As the mortgage had been placed in the hands of your Company for collection by Mrs. Wilson, we presumed, of course, that all proper legal steps had been taken by you in behalf of her estate, to toll the statute to prevent the claim being barred. The "Belknap" Mortgage, on property in Kansas City, is also in the same position, so far as default in interest is concerned, and if the law in Missouri is the same as in Kansas, it would be in the same position as to limitation, unless you have taken some steps which would toll the statute, as we presume you have. We shall be obliged if you will advise us at your early convenience if the legal position of the mortgages is as stated to us, or what steps were taken in regard to them which could toll the statute.

Yours truly,

(250)

Mr. Thomas Kane,

147.

Jersey City, N. J.

Dear Sir :

I am in receipt of yours of the 29th inst., enclosing preliminary application of Mr. W. E. Mason for a ten Payment, fifteen year Endowment, all premiums upon which you say he proposes to pay in advance, making it, therefore, in effect a single premium, paid-up, fifteen year Endowment Policy. The rate of

premium for such a policy you will find in the rate book. Upon this policy Mr. Mason would, after two years, draw annual dividends for fifteen years, or until the maturity of the policy. Of course, in case of death previous to the maturity of the policy, the full amount of the same would be paid, but there would be no return of any portion of the premium paid in advance.

Very respectfully, (124)

Mr. Samuel Jordan, 148.

Albany, N. Y.

Dear Sir :

The new double Combination Accident and Health Policy, in addition to the benefits of the best Accident Insurance in the world, provides against disability from typhoid fever, pneumonia, bronchitis, and eleven other prominent diseases. It also provides a large sum for total blindness or paralysis occasioned by disease. This policy is having a large sale. As you represent us, you will be a participant in the commission of all policies that you place. (73)

Very truly yours,

Mr. Richard Moorhead, 149.

Bristol, N. C.

Dear Sir :

The various plans of life insurance offered by legal reserve, assessment, and fraternal societies, together with the varying premiums charged by the legal reserve companies for similar policies, some being participating and others non-participating, in others the dividends are annual and in some accumulated until a definite number of years have passed, make it almost impossible in a letter to give you a correct idea of life insurance. Under the assessment system some associations collect post mortem, others collect premiums in advance, while still others collect a definite sum per month. In the fraternal societies some couple sick-benefit with death-benefit ; others only give sick-benefit for a limited number of weeks ; and on some forms of policy contracts, the insured has the privilege of changing the beneficiary.

Under others this change cannot be made without the consent of the beneficiary. Again, copartnership insurance is sometimes wanted on term plans. Some of them are renewable without medical examination ; others cannot be renewed, and are known as non-renewable term. Most of the so-called "old line," or legal reserve companies, are using the Actuaries' Combined Experience Mortality Table as the basis of calculation, together with  $3\frac{1}{2}\%$  or  $4\%$  interest table, with a loading for expense of management. Many insurers prefer to purchase endowment policies, while others will purchase limited payment policies. Others prefer limited payment policies with life annuities. Some buy ordinary life. Therefore if you will write and tell me what you desire to accomplish by insurance, it will afford me much pleasure to submit a plan exactly suitable to your desires. (260)

Very truly yours,

Charles Jackson, Esq.,

150.

Baltimore, Md.

Dear Sir :

We desire to present for your consideration all or any part of the unsold balance of the Harrisburg Light, Heat and Power Company, of Harrisburg, Pa., First Mortgage  $5\%$  Gold Bonds, due July 1, 1924, without option of prior redemption. This issue of bonds was recently placed upon the market by us, in conjunction with one of the leading banking houses of this city, after we had made a most thorough examination of the Company's property and the accounts of its predecessor, the Harrisburg Electric Company, and we are of the opinion that it is one of the best bonds ever offered. The Harrisburg Light, Heat and Power Company is the only Company supplying electricity for commercial use in the City of Harrisburg, which has a population estimated at over 60,000, and reference to the circular will show that the Company's income during the past seven years has been very large, notwithstanding the occurrence of two periods of business depression. The Company furnishes the City of Harrisburg with

light for street lamps and city buildings, and also supplies the State Capitol Buildings and other large business houses, hotels and private residences. Considerable current is furnished for power purposes of small manufacturing plants, etc., and this business is constantly increasing.

The net earnings of the Company for the seven years, 1892 to 1898 inclusive, have considerably exceeded 50% of the gross earnings, and the average net earnings per annum for the same period (\$80,000) are more than one and one-half times the interest charge on the present issue of bonds, while for the year of 1898, the earnings are almost double the amount necessary for interest. Upon the showing made for the first eight months of the current year, we confidently expect the gross earnings for the full year to approximate \$190,000, and the net earnings amount to over \$100,000, or double the interest charges.

The bond issue of \$1,000,000 does not fully represent the purchase price of the property. The capital of the Company is \$1,000,000 in shares of \$50 each, and we are informed that some of this stock has recently been sold in Harrisburg at \$35 per share, or 70% of its par value. Taking this price as a basis, there is an equity in the property of \$800,000, as represented by the market value of the stock, coming after these First Mortgage Bonds, which alone demonstrates conclusively the absolute value of the bonds. We have sold blocks of these bonds to Savings Banks, National and State Banks, besides numerous individual investors, and would be pleased to receive your order for such an amount as you may desire at 105 and interest, at which price the investment will yield over 4.65%, free of all taxes in Pennsylvania.

(560)

Very truly yours,

Prof. Charles Emmons,

151.

Washington, D. C.

Dear Sir :

Your name has been given us by Prof. Ring, of the Southern University, as a prospective purchaser of a Projection Lantern

outfit for your class room, and he asked us to write you in the matter. If you have an electric current in your building, as we presume you have, we would recommend our Hand Feed Electric Lantern, there being nothing to equal this electric lantern in brilliancy of light and ease of manipulation. We have already placed it in a number of colleges. In case you have not the current, we would suggest the Calcium Light outfit, as that is second in brilliancy to the electric light, and is almost universally used where the current cannot be had. We are mailing you our catalogue, in which you will find several styles illustrated and fully described, and if there is any further information we can give, we will be glad to do so. The prices as listed are net. (158)

Yours very truly,

Mr. John Wurtz,

152.

Philadelphia, Pa.

Dear Sir :

We have your favor of the 10th inst. in reference to the purchase of a camera, and in reply would say that they can be bought for \$5.00 and over ; the cheaper ones being the simple hand-cameras with single lenses and disc diaphragms, while the better ones are furnished with rectilinear lenses, iris diaphragms, patent shutter, ground glass for focusing, etc. We send herewith our catalogue, and would strongly recommend Camera A, listed on page 60. This camera, taking a 4 x 5 picture, would cost \$35. It has a double swing back, double sliding front, rack and pinion for focusing, new model shutter with iris diaphragm and pneumatic release which works without noise or jar. The ground glass is spring actuated, and recedes to allow the insertion of holders. Glass plates, cut and roll films may all be used with this camera, the holders being interchangeable. The instrument can also be used with or without tripod. We think for an all-around camera you could not do better than this. Hoping to be favored with your order, we are (179)

Yours very truly,



To the Chief Engineer,  
    Fargo Water Works,  
                    Fargo, N. Dak.

153.

Dear Sir :

As is well known to every filter manufacturer and user, the greatest factor in the success of his plant depends largely upon the character of the precipitant employed. Unless the water has first been treated with the proper precipitant or coagulant, the necessary standard of efficiency cannot be reached. The importance of sulphate of alumina in the purification of water needs no comment, the most successful filtering plants in existence to-day are those in which the method is carried out of first adding to the water a small quantity of sulphate of alumina and afterwards passing it over the filter. From careful observation, we believe that many interested in this matter do not understand fully how to choose the alum most efficient for their purpose from the many sulphates of alumina now on the market. In general, it may be said that a filter alum should be of high purity and strength and should be *basic*; this latter is a most important requirement. A basic alum is one that not only contains enough alumina for combination with the sulphuric acid present to form a neutral sulphate of alumina, but also an excess of alumina. The purifying action of the alum depends upon the fact that the combined alumina is precipitated by the bases (carbonate of lime, etc.) in the water. The precipitate forms a flocculent mass which not only carries down with it any suspended substance, but also removes any coloring or organic matter; and, as a basic sulphate of alumina will produce a larger quantity of precipitate with the same quantity and quality of water than a neutral or sour alum would, it is evident that the more basic an alum is, the greater will be its efficiency as a purifying agent. With these facts before us, we have directed our investigations for some years towards the production of such an alum, and, as a result, can now offer our Water Clearing Alum, which not only represents the highest standard of purity and strength, but also contains the highest



possible amount of uncombined alumina. This alum contains from 54 to 55% of soluble basic sulphate of alumina, with an excess of from 1.5 to 2% of alumina. It is impossible to increase these figures. In a word, the particular needs of water companies are more fully served by our special Water Clearing Alum than anything which has yet been devised; and, in bespeaking your kind notice of the little pamphlet on "Water Purification" sent you by separate mail, we shall trust to learn speedily that you are interested in what we offer, and to have an opportunity to quote prices with a view to securing your orders.

Yours very truly, (458)

Mr. John Carbutt,

154.

Cheyenne, Wyo.

Dear Sir:

We believe you will soon be in need of a stock of paint, and very earnestly ask you to consider the merits of our well known brand. This ready mixed paint is made upon a basis of white lead and zinc white only, so far as white pigment is required in the color produced, and with the finest grade of linseed oil prepared so as to insure the utmost durability. We know that there are cheaper paints in the market than ours, some you might buy for half a dollar a gallon less; but if you will analyze them, you will invariably find that, even if the oil is pure, barytes, whiting, or clay are substituted for the white lead and zinc white pigment. Now, barytes, whiting, and clay are not recognized by painters in any sense as pigments; they do not possess the qualities of body and opacity; in other words, if you were to grind these in oil and mix them up to the proper consistency for painting, you could not cover your work if you applied half a dozen coats. The result of this is, that if you estimate for a customer the cost of the material really required for a house, you will find that in the case of our paint it will be less than with any other paint, no matter how much cheaper per gallon in first cost the other may be. Another point in favor of our paint is that the

colors are brighter and cleaner than those of any other make, simply because we are so very particular in regard to the coloring or staining pigments used ; many manufacturers are indifferent in this respect, with the consequence of giving dull tints. The sample cards enclosed herewith indicate the beauty of our colors. We enclose also some other pieces of advertising matter which will interest you. We offer you these paints in 1, 2, 5, 10, 20 and 25 gallon packages, in half-barrels and barrels, at the specially low figure of \$1.50 per gallon net, for the colors listed on the cards at \$2.50 ; each higher-priced class will be 35 cents per gallon more, net. These quotations are f. o. b. this city, and our terms to approved credit (in which list you appear) are 60 days net or 1½ % discount if payment be made within 15 days from date of invoice. We supply attractive advertising matter in generous quantities to our agents, protect them in their neighborhood, and, in fact, do everything possible to enable him to establish a profitable and lasting trade. May we not hear from you with a good, round order for stock ? (454)

Yours very truly,

Mr. Frederick Converse,  
Rome, N. Y.

155.

Dear Sir :

We have your No. 70 from Cayuga ; our No. 74 was mailed to Hanover House, Utica, N. Y., yesterday. Concerning the distribution of advertising matter, we would repeat that we are quite willing to supply this in liberal quantities to customers, in fact, we have made very serious and costly errors on the side of liberality. We wish you to bear in mind at all times that this advertising matter, while it costs us a great deal of money (some years the bills amount to \$25,000), costs our customers nothing ; it is an invariable rule that little or no value is placed upon anything that costs the recipient nothing. We have found that, of the advertising matter that has heretofore been supplied in quantities to our customers, not over one-third has been used ;

we have seen quantities of it stowed away in dark corners until completely ruined from dust and age. It gives us pleasure to provide these things when we can feel assured that a prompt and correct use of them will be made. Even where a concern will distribute advertising matter liberally, we would prefer to send small lots frequently than a large quantity at one time. These are matters for you to keep in mind, as you may either save us money by preventing a waste of advertising matter, or make us money by seeing that what is sent out is properly used. It rests with our representatives to see that the large expenditure we make in the direction of advertising is turned to all possible account.

(259)

Yours truly,

Messrs. Homer, Cook, & Co.,  
Crestline, O.

156.

Gentlemen :

We have pleasure in acknowledging receipt of your check for \$175.25, which you send in settlement of invoices of August 4 and 18. We would point out, however, that owing to several errors on the part of your bookkeeper in making up the account, we cannot accept this amount in full settlement. In the first place, cash discount of 2% has been taken, whereas the account has run beyond its full time ; to enjoy such discount it would have been necessary to remit within fifteen days from date of invoice. As a matter of fact, some interest for overtime is due us, almost a month on invoice of August 18, and more than that period on bill of August 4, our terms to you being 60 days net. Then, you have deducted the entire freight, \$19, instead of observing our terms of freight equalization with Pittsburgh ; in other words, the only sum due you for freight is what it would cost to get the goods from Pittsburgh to Cleveland, we placing ourselves on a competitive basis with that city, and agreeing that in buying from us you will not have to pay a premium on account of the distance, but will pay the same as if you actually bought in

Pittsburg. Again, you have deducted the value of the packages containing linseed oil and turpentine; whereas our prices were made on the basis of these barrels being returned to us, without any charge following, other than the freight on same. We enclose a statement showing the amount of \$16 for these various erroneous deductions, etc., and shall be pleased either to receive your check for this sum, or to have you include it in your next settlement.

We trust that the foregoing will be clear and satisfactory, and soliciting your further commands, we are (304)

Yours very truly,

The Imperial Iron Co.,  
Braddock, Pa.

157.

Gentlemen :

In response to your inquiry about our rust-preventing paint, we beg to state that we have given years to the study of rust prevention, and after having proved its value upon our own buildings, which are subjected to the severity of acid fumes, etc., we were encouraged to place it upon the market a short time ago. The success which we are meeting in all directions is most gratifying and convincing. This rust-preventing paint owes its great merit to the fact that it is composed of absolutely imperishable pigments mixed with a thinner which, when dry, covers the metal with a hermetic seal that cannot be penetrated by either moisture or gases. To these qualities are added high elasticity and durability, which prevent it from being injured by frictional influences. Our paint has been found specially appropriate for use by railroads on their structural iron bridges, metal roofs, etc. The strongest points of this paint are, in brief: it covers more surface per gallon than other paints which are now used for the protection of iron; it covers much more than ordinary linseed oil paint, and four or five times as much as cheap asphaltum paint, which latter is cheap only in its price per

gallon, the amount required being so great as to make it really expensive for a given piece of work ; it works very freely, and is easily brushed out, so that the painter can apply more of it in a fixed time than of other paints ; it makes a tough, durable coating that is not injured by the expansion and contraction of the metal, or by changes of temperature, which would cause other paints to chip and scale. Its strongest point is that it is absolutely impervious to moisture and gases, as above stated, and prevents rust by barring out all rust-producing agencies. We shall be glad to have you make a trial of this paint on some of your work, and await your requisition accordingly. (332)

Yours truly,

Messrs. Kirby & Son,  
Chicago, Ill.

158.

Gentlemen :

Referring to our conversation over the telephone to-day, you may enter our order for one carload of Gilders' Whiting at the price named, 60 cents per 100 lbs., and make shipment next week. We are surprised to learn of the advance in the price of these goods, as we have not kept in touch with the market, depending on your taking care of us in this respect. We had already sent you an order for one more carload of English Cliffstone Paris White, which we sincerely trust you will be successful in having accepted. Kindly advise by return mail if possible ; if not, by Monday next, just what you are able to accomplish in Paris White. Give us your opinion in full as to what the probable outcome will be, as we desire to protect ourselves while there is time. Any information given us will be regarded as strictly confidential, and we shall not negotiate with any other concern for our wants in this line. When we are again in the market for Palm Oil, rest assured you will hear from us. (182)

Yours truly,

Messrs. Dickens Bros.,  
Paterson, N. J.

159.

Dear Sirs :

We have your favor of the 21st inst., and the sample of gum tragacanth which you sent us is also at hand. We regret to say that we have nothing in stock which will match the sample you sent us, as it is a mixed gum containing some pieces which would be cheap at 30 cents per pound. We are mailing you to-day sample No. 703 at 25 cents per lb., a very good gum for the money, considering the present state of the market for this article. We hope to hear from you with an order, and remain

Very truly yours, (99)

Messrs. Loeb and Weil,  
Hamburg, Germany.

160.

Dear Sirs :

We are in receipt of your favor of the 24th ult., and beg to refer to our last of the 27th ult. We wish to inform you to-day that until now we had not received any advice of your opening with us a credit for £200 in London, and we should like to know whether the credit has been opened at the Credit Lyonnais, London, as formerly. The amount of £200, for which you cabled the credit, is too small, as the invoice amount will be at least £225 ; and we therefore request you to open us a credit for this amount per cable at the receipt of this letter. The 15 tons will be sent off in the next few days and may arrive at Hamburg in about a fortnight, as we have sent them by fast boat down to Hamburg. The market of carbonate of potash continues to be very firm, and we think that prices will advance further, owing to the scarcity of the raw material and the very active demand from all parts of the world. We are writing to-day to the Credit Lyonnais, London, inquiring whether they have opened us the credit of £200. We await your reply and meantime, we are

(209)

Yours very truly,



Messrs. Legrand & Roger,  
Havre, France.

161.

Dear Sirs :

We beg to acknowledge receipt of your favors of 10th and 13th inst. We regret very much that our offer for calcined potash, 60-65, has had no result. As we wrote you, the success of our efforts was not so much in the price, which we recognize to be high, as in the fact that we had the option on the goods; and it is now next to impossible to get offers at any price, the advance being due to scarcity of new material. We have forwarded you this week through our New York office samples of degreas. The article we are sending you is the very best on this market and used by most of the first-class tanners. It is better in quality than any other at the same price. This is not a wool degreas, but is much superior, being the extract or grease obtained from the skins during the process of making the present style of chamois skins. The superior results obtained by its use over that of a like quantity of inferior degreas, more than compensate for the difference in price, and therefore it is an economy to employ this grade. In reply to your inquiry as to the amount of duty this article pays in the U. S., we would state that on several shipments we have been compelled to pay  $\frac{1}{2}$  cent per pound as "degreas," but we have protested against this, as the article should enter free as a leather "grease" dressing, which it really is. We are not yet informed of the final settlement of this question, and we have therefore requested our New York office to inform you regarding this when forwarding you the samples. We have quoted you herewith a price that is independent of any competition, and we trust that we shall soon hear favorably from you regarding the same. Please note cable word for this article: "Adam." Barrels contain about 275 kilos. (326)

Yours very truly,



Parker Boiler Works,  
Allentown, Pa.

162.

Gentlemen :

Railroad freights on bituminous coal are likely to be changed to a higher basis on April 1, at which time nearly all existing contracts expire. We should like to draw your attention to our Cumberland and Clearfield coals for forge, glass, rolling mill, and steam purposes, and our Youhioghenny and West Virginia gas coals for the production of illuminating gas, for use in open hearths, for the manufacture of steel, for brick burning of various kinds, or for steam use. We would suggest that you make a trial of one of the above coals this month or next, when, if the coal proves satisfactory, we should be pleased to name you a price for your supply for the coming season. (118)

Yours truly,

The Catasauqua Iron and Steel Co.,  
Catasauqua, Pa.

163.

Gentlemen :

We take pleasure in quoting you our figures on our coke and gas coals, as per your inquiry of the 18th, as follows: Straight Connellsville Coke (within the Bessemer limit) \$3 per ton of 2000 lbs. f. o. b. cars at ovens, for three cars per day from January 1, 1900, to January 1, 1901; shipment to be made to your furnace at above point and not to be applicable to Western consignments. In gas coals, our Youghioghenny coal is one of the few low-sulphur gas coals suitable for the open hearth, steel purposes, etc. On this we name you a price of \$1.75 per gross ton at mines; rate of freight to destination, Catasauqua, \$1.45 per gross ton, making delivered price, either Philadelphia and Reading Railway, Lehigh Valley, or Central R. R. of New Jersey, \$3.20 per gross ton, Catasauqua, Pa. We reserve the option to ship over either of the roads named above. The contract is to be subject to car supply, accidents, and all other contingencies covering sales of this description; railroad weights to

govern settlements. Terms as usual, cash on the 15th day of the month following shipments.

Thanking you for the inquiry and trusting that you may favor us with your business, we remain (210)

Yours truly,

Messrs. Palmer & Gilby,

164.

London, E. C., England.

Gentlemen :

We supplied the steamship "Afghanistan" with 330 tons of coal in Baltimore. We have had some difficulty with this ship, the result of which is that the captain refused to sign a draft upon his owners in payment of the same. We had contemplated holding the ship for the bill, but concluded it might not be in accordance with your desires and might be bad policy to put the owners to such annoyance on account of the errors of their captain and agents in Baltimore. Enclosed we send you a copy of the letter from our Baltimore office, setting out fully the trouble with this boat. It appears they ordered the coal originally to Wheeler's Stores, and then afterwards denied that, claiming it was ordered to Union Stores. The error was undoubtedly theirs and we were not disposed to pay any such charges as they demanded. We have charged your account with the amount of the bill, and suppose you will have no difficulty in collecting the same from the owners. If, owing to this friction, you should not make a contract with them for next year, we take it that the price is to stand at \$3.50 per ton alongside at Baltimore. We therefore await your full advice upon the subject. (210)

Yours very truly,

Messrs. Sanderson & Son,

165.

Elkton, Md.

Gentlemen :

We are in receipt of your letter under date of September 1 and note the contents. As you are purchasing some coal at

\$2.10 per ton delivered, we therefore will charge you 75 cents per ton for the two cars that we have shipped you, and, as the freight is \$1.35 per gross ton, this would make \$2.10 delivered, which which we understand is your lowest purchasing price. You no doubt made this arrangement sometime since, as coal to-day is worth a great deal more money. We had no thought of offering you our coal at the present time, because we understood that your arrangements were made until the early part of next year; but we were in hopes that you would find the same difference between the coal which we have shipped you and that which you have been accustomed to use, as has been found by the Williamstown Fire Brick Works in the burning of their brick. Your men could not become accustomed to the change of coal in the use of two or three cars, but would probably require running upon a new fuel for several weeks, until they became thoroughly acquainted with it.

However, we hope this may lead you to inquire of us when you are in the market for your next coal supply. We could furnish you the same kind of coal that you have been purchasing from other people, if you decided on that variety as the best for your purpose. Thanking you for your courtesy in the matter, we remain

(264)

Yours very truly,

Mr. Wilbur Moody, General Supt.,  
Kingston Mines, Penna.

166.

Dear Sir :

Referring to our conversation by telephone, in which you gave us the result of the first drill dole at 154 feet, would say that this certainly looks like the "A" seam. The fact that they passed through 1 foot 10 inches of coal at 101 feet would look also as though that was the "B" seam; and their finding at 120 feet, 11 inches more of coal would indicate that there is a disturbance at that point such as we quite frequently meet with in the mining of the "B" seam. It looks as though the measures

had thickened up and that the benches of coal were widely separated. What is the character of the strata between the 1 foot 10 inches and the 11 inches? We would like you to send us a pencil sketch, showing the location of the shaft, the hole just drilled, and the old drill hole away ahead of us towards Antrim; also marking on the edges the Bristol Slope, the Acme Mine, and other openings which indicate the coal about us. It is quite evident to us that there is some disturbance at that particular point. We think it advisable to put down a hole on the flat ahead of the main heading next, and by that time you will have carefully considered the surface conditions and where it might be possible to put down another hole in front of the Flat-rock heading. This can be done either before or after we put the hole down back of the big fault. In thinking over the question of changing our attorney at Wilkes-Barre, we have reached the conclusion that at the present time it would be unwise to do so, because, in conversation with another lawyer from that town last evening, we discovered that Mr. McDowell is the counsel for the Northern R. R. and Braiderstown R. R. Companies; whereas Judge Weaver is not affiliated with either, and, as there is no telling what might occur, we do not think it would be advisable for us to transfer our business to Mr. McDowell under the existing conditions. (359)

Yours very truly,

George W. Hedges, Car Accountant,  
Washington, D. C.

167.

Dear Sir :

We acknowledge the receipt of your letters under date of Nov. 3 and 4, and are much pleased to know that you have referred to your Traffic Manager, Mr. Bliss, the question of your agents, the Shore Line, confiscating our coal in transit, when consigned to ourselves at tidewater for use on our tidewater contracts. We are this morning advised of their having made another seizure, and this is occasioning us very serious inconvenience.

In answer to your inquiry as to our capacity at Kingston, would say that we have at that place, on your road, machinery and development sufficient to produce sixty-five cars of coal per day without any difficulty, and keep it up continuously. Owing, however, to the very insufficient supply of cars which we have been receiving from your road for the past year, the crew of men which we ordinarily have at that place has been unable to receive anything like full work, and you can readily understand how at a time like this, when labor is in demand throughout the entire country, that the men would not stay with us in idleness. Therefore we have lost a very large portion of our crew, and to-day we doubt whether we could load over forty-five cars per day. If, however, we received a full supply of cars regularly, and with some assurance that it would continue, then there would be a possibility of our regaining our men: but as it is now, there is a very strong probability of our losing a large part of our present crew, and the result of that would be our inability to ship any coal for either your supply or any other purpose. You can thus see under what difficulties we are laboring, and the basis of our entire trouble is lack of cars. The capacity of the Victoria Mine in Cambria county will by next Monday be twelve cars per day in place of ten, and will shortly thereafter be increased to fourteen. As you know, this is entirely set aside for your supply coal, and we have written to Mr. Savage asking him to keep up a full supply of cars; if that is done, we can give you from that operation during the month of November at least 7,000 tons of coal.

Hoping we have made the entire situation plain to you,  
we remain

(392)

Yours very truly,

Mr. Theodore Heath, Agent,

168.

Fall River, Mass.

Dear Sir:

We have before us your letters under date of September 12, and you are quite right in your interpretation of our thought

relative to selling coal to Messrs. Branson & Co. We would be willing to furnish a certain amount for shipment this month, but we do not wish to tie ourselves up for a delivery running over a period of time, when there is a very strong probability of an increase in the price of coal as well as an advance in vessel freights. In regard to Messrs. Green & Rand's having received from the Fitchburg R. R. Co. coal in H. & B. T. cars, Nos. 1641 and 561, would say that in order to trace these we must have the dates of original shipment. We cannot find that we have shipped car No. 1641 at any time. We find that car No. 561 was shipped by us to the Fitchburg R. R. Co. in May last, but the weights mentioned by you do not agree with our own; therefore, before we can do anything with it, we must ask that Messrs. Green & Rand secure from the Fitchburg R. R. Co. their information as to the dates of original shipment. You evidently have misunderstood us in the Eastwood Coal Co. matter. We did not expect the Brighton & Boston Street Ry. Co. would purchase their year's supply of coal from us without a thorough knowledge of the fuel offered; but what we had endeavored to make plain to you was the fact that we did not wish to give them the option of demanding or declining 3000 tons additional of our coal during this month. We would be willing to sell them at a price to be fixed now, 3000 tons in addition to the one barge which we are loading; or, we would be willing to sell them, at a price to be agreed upon when they were ready to place the order, that quantity of coal or more. But we wished you to understand that we did not think it good policy at the present time, on a rising market and with every appearance of coal's being scarce and much higher in price, to give options to purchasers. It is better to keep in touch with buyers; and we ourselves accept the risk of selling them at an increase in price. We have carried things over the dull season of the summer, and now, with the prospect of reaping a profit, we do not wish to tie ourselves up in a way which may not be advantageous. We



carefully note what you say regarding the coal supplied the Green Star Line and the report which we received. We think you have an excellent chance to throw all the burden of the complaint upon the cargo supplied by the Massachusetts Coal Co., as the Green Star people themselves say that the coal was not good, and the very fact that one ship made no complaint, and that, in the case of the two others, the complaint was very slight, argues to our minds, from the knowledge we have of the business, that that the coal was satisfactory; otherwise, the complaint would have been very pronounced from all parties. You can urge this upon Mr. Slocum and feel confident that we can supply them with a fuel which would in the long run prove satisfactory. Of course, we do not wish any more test cargoes at the low prices fixed for the previous ones. (550)

Yours very truly,

Mr. Alexander Hutton,  
Harrisburg, Pa.

169.

Dear Sir :

I return you herewith correspondence in reference to the proposed line to the Jones Kaolin Company's Works, in Beaver, Pa., together with blue print No. 3854, showing the location of the Kaolin Works. We made several appointments with Mr. Jones, to make a reconnaissance of this country, but for various reasons were never able to meet until last week, when Mr. Jones took me over the country from Maddock Station. We drove along the Western Railroad to a point south of Wilson Station, thence we cut across the country, following as closely as possible to the red line shown on the blue print, which we think is the most feasible route that can be followed if a line were built from the Kaolin Works to the Western Railroad. The objection to this route, which would be 4.8 miles long, is that a ridge will have to be crossed, the highest point of which is shown at "S" on the print. The grades from "F" to "S" and from "S" to "O" would be rather steep. The country through



which we would pass from "M" to "F" is bottom land, but we can follow a small stream and not cut up the fields very much. From "F" to "S" the country is rougher, and I think the right of way would not cost much. From "O" to "B," and thence to "N" is rather fine open country, mostly good farm land. Exclusive of the right of way, which I believe could be acquired, with one exception, for a very reasonable sum of money, the route from "M" to "N" (shown in red), could be built for \$40,000. The route along this line has no industries that would give us any business other than that required by any farming district, to wit: a little coal, some lime, and fertilizer. The lime stone quarries at "B" could be reached by a siding; the lime stone is plentiful, and I presume the lime would be a valuable product for the lower counties of Pennsylvania. At "N" there is an inexhaustible supply of the very finest Kaolin in the world. The beds from which they dig this Kaolin are located in a low, marshy piece of ground, from which it is somewhat difficult to haul with wagons. In addition to the numerous buildings for preparing the Kaolin for the market, they have an extensive fire-brick plant, which was operated for several years, until they could no longer meet the market price, on account of getting their product to market by wagons. The furnaces in which they burn this brick are still in good condition, and we understand that the fire-brick always brought the best price in the market. The brick is made from one of the products washed from the Kaolin. This line, if built, should be under charge of the main division, and could be projected south-eastwardly towards Millerstown. The section of country between "N" and Millerstown is full of Kaolin. The country between Millerstown and the Jones Kaolin Works is fair farming land, and I have no doubt that, if the line is opened, some of the large pottery works in the eastern part of the State would soon open up more pits.

Yours truly,

(617)

Mr. John Brand,  
Manchester, England.

170.

Dear Sir :

We beg to acknowledge the receipt of your valued favor dated Aug. 15, in which you hand us your first sample order, and also include instructions as to the manufacture of three dozen stiff hats and four dozen soft hats. We use this occasion to thank you for the order, which we need hardly say is now receiving our careful attention.

Advertising Matter : Your request for catalog and other advertising matter, we have already attended to by mailing you an English catalog, fashion plates, window tickets, two window cards of self-conforming hats, and color card. We have also laid aside, for shipment with your order, a series of six electro-types for circular and newspaper advertising, and also two of our large glass signs. We regret exceedingly that the original catalog sent you was, through an error, printed in Spanish.

Changes in Order : From the text of your letter we have concluded that you thought the Galena style was the same hat sold by Fox Bros. & Co., who, by the way, have been very successful in handling our hats, but as this is not the hat sold by them, we have changed it to "Directly," boss raw edge, kettle finish hat, proportions 6 x 3, which is the hat referred to as Duplicate A7272.

We are somewhat in doubt as to what you mean by "drab color," and, as nutria fur does not take a very satisfactory grey color (which we refer is the same as drab), we are making up the hats thus ordered in color Belgium belly. By referring to the color card mailed you a few days ago, you will note what this color is. We think you will be pleased with it, as it is the most popular export color.

Stiff Hats : We have noted your instructions as to the widening of the brim of the stiff hats ordered, and we have made these corrections in each instance. The blocks you have selected will certainly stand the additional width of brim.

Samples: We are forwarding with this order, as suggested by you, a collection of half a dozen stiff hat samples of the latest design, and made up in the three grades we manufacture, viz: No. 1 grade at \$30 per dozen; BWHS grade at \$33 per dozen; and the extra grade at \$36 per dozen. We are also desirous of explaining that, in stiff hats, we manufacture a special light hat, which may be known as the "Zephyr" weight; a regular weight hat; and also a self-conforming grade, which is very flexible. We have concluded a few of each kind in this half dozen samples, and request that you will examine them carefully. We have also forwarded 8-12 dozen soft hats, some of which are made up in the nutria grade at \$42 per dozen, and the others in the real nutria grade at \$48 per dozen. These samples also include all the most popular colors we are making in stiff and soft hats. We trust, on receipt of these samples, and after examining them and testing them with your trade, you will conclude to make our hats the feature of your fine hat department.

Size Differences: English sizes are one larger than the scale adopted in this country, as you will note by referring to the table shown in our catalog; that is, an English 6 7-8 size is the same as the American 7. We are making up your hats according to the English range of sizes given, and we shall mark them accordingly.

Sole Agency: As arranged with Mr. Gordon, we herewith agree to give you the sole agency for our hats in the City of Manchester, England, in consideration of your promise to use every reasonable effort to introduce our goods in your district, and every order coming to us hereafter from Manchester we shall refer to yourself.

Terms: Our terms are as follows: 6% discount, when account is paid ten days after date of invoice; 5%, if paid in thirty days after date of invoice; 3%, in sixty days; 1%, in ninety days. All accounts must be settled in Philadelphia four months after date of invoice.

Now that we have entered into business relations with you, we trust you will remember that we are ready to co-operate with you by every means in our power in order to make this sole agency of mutual profit. If there are any styles which promise to become popular in your district, which we can make up for you in fine hats, we request you to forward us a sample, and in order that you may keep in touch with the various new styles we are designing each season, we shall not only forward you our seasonal fashion plate, and other new advertising matter which we issue from time to time, but will also include a few new samples with each shipment. The sample order now in course of manufacture will be ready for shipment on Nov. 1, and will be shipped direct to Manchester by the first steamer leaving the port of New York after that date. We also agree to deliver goods f. o. b. steamer at New York, which means that we pre-pay the freight from this city to the steamer's side.

Trusting that these goods will please you on arrival, and that you will be successful with them, and awaiting your further valued commands, we remain (904)

Yours faithfully,

Electric Light, Heat and Power Company, 171.  
St Louis, Mo.

Gentlemen :

Replying to your inquiry of the 6th inst., would say that we shall be pleased to repair the Shafer Recording Watt Meter for you, but it will be impossible for us to give you an estimate on the repairs until we see the instrument. Our charges will be for the labor, at the rate of 60 cents per hour, and for the materials consumed. (64)

Yours respectfully,

Mr. Charles Bryant, 172.  
Wilmington, N. C.

Dear Sir :

Replying to that part of your letter of the 12th ult., which refers to starting apparatus for elevator motor, we beg to write

you as follows: We will furnish you with an approved, automatic box, install the same, and furnish the necessary ropes and pulleys, for the sum of \$25 net. Hoping to receive your order, which will have our prompt attention, we are (64)

Yours respectfully,

Electric Illuminating Company,  
Sandusky, O.

173.

Dear Sirs :

Replying to yours of recent date, would say that we have shipped a lot of No. 14 rubber covered wire. We have also shipped you the porcelain tubes 5-16 x 3; also the cord adjusters and fuse plugs. The weather-proof wire has been ordered from the factory to go direct, and the galvanized iron wire we expect to ship this week. Shipment on all kinds of copper wire is very slow and we can assure you that we are doing the best we can. As we have never had the pleasure of doing business with you, we shall be obliged if you will send us as reference the names of two or three people with whom you have been doing business. We will look them up and, if satisfactory, we shall be glad to open an account with you. Your early reply will be appreciated.

Yours respectfully, (145)

Illuminating, Heat and Power Company,  
Lexington, Ky.

174.

Dear Sirs :

In accordance with the conversation we had with you yesterday, we send you by freight to-day samples of the following supplies, on which we will make you quotation in a few days :

Fire and Weather-proof wire,  
Rubber covered wire,  
Concealed rosettes, with fuses,  
Three-wire link, fuse cutouts, No. 1265,  
Plug cutouts, No. 62165,  
Edison Key sockets, fibre lined, No. 9386,

Edison extension plugs,  
16 Candle power, 110 volts, Edison base lamp,  
 $\frac{1}{4}$ " Circular loom tube,  
Fire-proof silk cord,  
Three-wire moulding, No. 5.

The flexible tube is furnished in coils of 250 feet. We have all this material in stock and hope to be favored with your inquiries. (113)

Yours respectfully,

Messrs. Armstrong & Bell,  
Memphis, Tenn.

175.

Gentlemen :

Replying to yours of the 3d inst., we enclose you our Engineering Notice No. 114, regarding 3000 ampere dynamo, 2 volts. We quote you with the exciter and rheostat, the sum of \$750. With rheostat, but without exciter, in case you can get 110 volt constant potential circuit, \$620.50. We enclose blue print of machine which we have never built, capacity of which is 6000 amperes and 1 to 4 volts, according to the speed, the speed being about 10 revolutions per minute, per volt. Since, however, it would take a long time to get this out, we would advise, in case you need more than 3000 amperes, to use a number of the machines, details of which we are giving you in our Engineering Notice. If you do not need as much as 3000 amperes, we can give you figures on smaller machines. Hoping to receive your esteemed order, we are (152)

Very truly yours,

The Parrish Machinery Company,  
Lewistown, Pa.

176.

Gentlemen :

Answering yours of 1st, we quote you on 10,000 porcelain insulators No. 5, \$3.90 per 1000. On larger sizes when ordered in lots of strictly 1000, or more, we will quote you a discount of 5 per cent. from the standard list. Referring further to yours of the 31st ult., regarding freight and cartage



paid on rheostats, which were not shipped with the generators as they should have been, you are partially correct, as the freight on the rheostats does not cost us any more by shipping them separately, than by shipping them with the dynamo. However, this does not apply to the hauling. We had to haul these rheostats and dynamo from the freight depot to the wharf, and we could have hauled the entire consignment down as cheaply as we could haul the two lots shipped separately. We therefore send you corrected bill for the hauling only. (149)

Yours respectfully,

Mr. George J. Handy,

177.

Phillipsburg, N. J.

Dear Sir :

Replying to yours of the 21st inst., in regard to booster set, we beg to state that we can furnish you a 30 kilowatt motor, directly connected to two 15 kilowatt booster dynamos, wound for a maximum of 15 volts, combination to run at 750 revolutions per minute, all to be mounted on an iron sub-base, equipped with self-oiling bearings ; the motor to have carbon brushes, and boosters to have copper brushes. We include an automatic starting box, and will prepay the freight from New York to Phillipsburg, all for \$1975. For an additional \$550 we will furnish two special rheostats to be controlled by worm wheel and worm gear from a small motor, as described by you. We do not make rheostats or small motors, but would have to buy them. If you can get the controller outfit cheaper in Philadelphia, we have no objections to your doing so. We thank you for the inquiry, and hope to be favored with your order. (165)

Yours very truly,

Col. Edward Markoe,

178.

Norwich, Conn.

Dear Sir :

I submit herewith a report of tests made for you on seven gasoline Welsbach burners to ascertain the candle-power which could be obtained from them. They were made on September



30, 1899, in the Porter Photometer Laboratory. The burners were brought us by Mr. John Harper, who superintended the lighting of the burners and the adjustments made on them. At his request I marked them so they could be distinguished one from the other, or so the whole lot could be identified at any future time. The burners when tested were in a lantern of the style used on the streets of the City of New Haven under your contract with the city, and with the same drop from tank to burner. The glass toward the photometer car was removed; the gasoline was supplied by Mr. Harper; the mantles were also brought by him and were taken at random from the lot he had, except that any having odd shapes or imperfections were discarded. The results are given in the accompanying table, which shows for each burner the candle power obtained both with a Welsbach mantle and with a Bosco mantle. Chimneys were used over the mantles in each of these tests, but owing to changes made in them from time to time no record of the sort used is given. They were of good quality and of clear glass. Adjustments were made in all cases to ascertain what the burners could do. (243)

Yours truly,

Messrs. Hutton & Howell,  
Madison, Wis.

179.

Dear Sirs :

Replying to your favor of the 3d ult. to our Chicago office, we would recommend that you install in the water power plant :

One 50 kilowatt 60 cycle 2 phase alternator with switch board and instruments for same.

Two 25 kilowatt step-up transformers.

Two 25 kilowatt step-down transformers.

One 40-horse power 2 phase motor and the necessary instruments for same.

Cost of all the above, \$3950.

You would require also the following wiring material :

24 miles, approximately, No. 8 double weather-proof line wire.

300 Four pin cross arms.

75 Two pin cross arms.

750 Lag screws.

600 Cross arm braces.

1350 Locust pins.

1150 Double pole double groove glass insulators.

Cost of the above, \$1945.

It is the intention to run 5000 volts from the power house to the step-down transformers for the motor ; beyond that point to use 2000 volts for general lighting distribution. (147)

Yours very truly,

Messrs. Freeman & Co.,  
Chicago, Ill.

180.

Gentlemen :

We propose for the sum of \$360 to furnish you f. o. b. cars, Chicago, Ill., within six weeks from receipt of order, one 2½ kilowatt motor-driven alternator as here described :

This equipment will consist of one 2½ kilowatt 4 pole 220 volt motor mounted on an iron sub-base and coupled to a 2½ kilowatt 6 pole alternator, both running at a speed of 1200 revolutions a minute. Both machines will be equipped with self-oiling and self-aligning bearings, sight feed oil gauges, ventilated armatures, and carbon brushes. The alternator will be wound for 104 volts, but with a range of ten volts above or below that point. We will furnish a field rheostat for the alternator and an automatic starting box for the motor. The temperature of the machines will not rise over 40 degrees centigrade after ten hours run on full load. The motor is guaranteed not to spark under any change from no load to full load, or vice versa. We will guarantee the apparatus to be free from any inherent electrical or mechanical defects, and, for a period of one

year, will make good at our own expense any parts found so defective. (198)

Respectfully submitted,

Mr. William Hibbert,  
Princeton, N. J.

181.

Dear Sir :

We propose for the sum of \$410 to furnish you f. o. b. factory a  $2\frac{1}{2}$  kilowatt self-contained motor-driven alternator as here described : The direct current motor will have a capacity of  $2\frac{1}{2}$  kilowatts at 900 revolutions. The machine is to be wound for 220 volts, but your connections must be so arranged that you will give us 110 volts in the armature when running at this speed, or 220 volts in the armature when running at 2000 R. P. M. We will furnish a starting box for the motor, and also a field rheostat to enable you to adjust the field for the variation in speed. The motor will be direct coupled to an 8-pole alternator, which will give you 7200 alternations at 2000 revolutions and an E. M. F. of 52 volts, or 16000 alternations at 2000 revolutions and an E. M. F. of 104 volts. There will be a rheostat in the field of the alternator to give you suitable range of voltage. We will also furnish you a  $2\frac{1}{2}$  kilowatt static transformer wound for 52 and 104 volts on each side. The motor and alternator will both be mounted on an iron sub-base ; all of the bearings will be of the self-oiling type with glass oil gauges. Floor space required will be about 2 by  $4\frac{1}{2}$  feet. We guarantee the efficiency of the combination to be not less than 72 per cent. The rise of temperature above the surrounding atmosphere will not exceed 45 degrees centigrade. The direct current motor will have carbon brushes with "Churchward" improved brush holder, and the alternator will have copper collecting brushes. We understand that you intend to use this machine for testing and adjusting meters, and are considering all your requirements in making this proposition. We can deliver the machine in sixty days from receipt of order. (307)

Yours very truly,

Messrs. Roberts & Tull,  
Philadelphia, Pa.

182.

Gentlemen :

We propose for the sum of \$23,500 to furnish you, f. o. b. cars factory, freight prepaid to Philadelphia, one 1000 kilowatt 2 phase 5500 volt 60 cycle revolving field alternating current generator for direct connecting to engine at 100 revolutions per minute. We will guarantee an efficiency of

95 per cent. at full load.

95    "        "     $\frac{3}{4}$     "

92    "        "     $\frac{1}{2}$     "

88    "        "     $\frac{1}{4}$     "

We will guarantee the following: that the rise of temperature of any part of the machine will not be over 40 degrees centigrade after ten hours run on full load; that the machine will stand a difference of potential of 10,000 volts between frame and armature windings; an inherent regulation of  $7\frac{1}{2}$  per cent. on non-inductive loads; that the machine will be free from any inherent electrical or mechanical defects; and that we will, for a period of one year, replace all parts found so defective. We can deliver one machine in four months from receipt of order, and will furnish a competent expert for sixty days to superintend the installation of the generator and give instructions for its proper operation. We will protect you against any suit or suits at law for alleged infringements of patents, provided we are promptly notified of the filing of any such suit or suits and allowed to defend same at our own expense.

Terms will be \$8,000 sight draft with bill of lading. \$8,000 when the machine has been in operation for thirty days. If, however, we are delayed on your account, then the second payment is to be made sixty days from date of shipment. \$7,500 to be paid thirty days after second payment is made.

Title to the machine to remain with the Ferguson Electric Company of America until the purchase price has been fully

paid in cash. If notes or warrants are given, they are to be considered as an evidence of indebtedness only, and in case of default of payments, the Company reserves the right to re-possess itself of the apparatus wherever found, and any payments which have been made to be considered as liquidated damages. It is expressly understood that the fastening of this machine to engine or foundation shall not make it a part of the realty. (383)

Respectfully submitted,

Mr. John Cramp,  
Chicago, Ill.

183.

Dear Sir :

We beg to submit you herewith proposition on electrical generating plant for your railroad, as follows :

Proposition No. 1.

Generators : Two 200 kilowatt composite generators, 6 poles, 500 revolutions per minute, 550 volts direct current end and 330 volts alternating current end ; 25 cycles per second 3 phase, complete with outboard bearing, base and pulley.

Station Switchboard : Two alternating current, direct current composite generator panels of marble mounted on neat iron frame ; each panel to be approximately 4' 6'' wide by 6' high, and each panel will have the following instruments mounted thereon :

- 3 Alternating current ammeters.
- 1 Alternating current voltmeter.
- 1 Switchboard transformer.
- 1 Voltmeter plug.
- 1 Three blade knife switch for alternating current end.
- 3 Fuse blocks alternating current end.
- 6 Synchronizing lamps.
- 1 Direct current ammeter.
- 1 Direct current voltmeter.
- 1 Circuit breaker.

3 Single pole, single throw quick break switches.

1 Field rheostat on back of board.

Direct Current Feeder Panel: One marble slab 20" wide by 6' high, mounted on iron frame with the following instruments mounted thereon:

1 Five hundred ampere single pole quick break switch.

1 Fuse block.

1 Lightening arrester.

Step-up Transformers: We will furnish three 50 kilowatt, 25 cycle oil-cooled transformers wound to step up from 330 volts to 10,000 volts.

High Tension Alternating Current Panel: We will furnish one high tension alternating current panel to be used between the high tension lines and the static transformers; this panel will be 20" wide by 6' high and have the following instruments mounted thereon:

1 Three pole long break knife switch.

3 Lightning arresters.

3 High tension fuse holders.

Sub-Station: One high tension alternating current panel 20" wide 6' high.

1 Three blade long break switch.

3 Alternating current lightning arresters.

3 High tension fuse holders.

Step-Down Transformers: We will furnish three 50 kilowatt, 25 cycle oil-cooled static transformers to step down from 10,000 to 330 volts.

Rotary Transformer: We will furnish one 150 kilowatt 3 phase 25 cycle rotary transformer, 6 poles, speed 500 revolutions per minute, wound for 550 volts direct current and 330 volts alternating current. We will furnish with this rotary choke coils for starting from the alternating current end and water rheostat for starting from the direct current end.

Alternating Current Direct Current Rotary Panel: We will furnish one A. C. D. C. rotary panel of marble, mounted on

angle iron frame and having the following instruments mounted thereon :

- 3 Alternating current ammeters.
- 1 Alternating current voltmeter.
- 1 Switchboard transformer.
- 1 Voltmeter plug.
- 1 Three blade knife switch.
- 3 Fuse holders.
- 6 Synchronizing lamps.
- 1 Direct current ammeter.
- 1 Direct current voltmeter.
- 1 Direct current circuit breaker.
- 1 Double pole, single throw main switch.
- 1 Double pole single throw field switch.
- 1 Field rheostat.
- 1 Direct current lightning arrester.

We will furnish all of the above apparatus f. o. b. cars Chicago, securely packed and consigned to you for the sum of \$16,500. We will furnish the services of a competent expert for thirty days to superintend the installation of this apparatus and to give your employees proper instructions for operating same. As we did not know the exact distance from your power house to the proposed rotary sub-station, we have assumed that it was about ten miles, and find that you can use a three phase circuit of No. 6 wire, and it will give you about 5 per cent. loss in line. We would recommend the use of glazed porcelain insulators and bare wire for the outside line. In making up the foregoing proposition, we have figured in everything that we considered necessary for the proper control and handling of such a plant. It is possible to get along without some of the instruments enumerated, but it is preferable to have them. We will guarantee the generators to carry their rated load for fourteen hours without heating over 40 degrees centigrade above the surrounding atmosphere ; to carry 25 per cent. overload without



heating 50 degrees centigrade ; and to carry 50 per cent. overload for two hours without injury.

Efficiency full load 92 5-10 per cent.

"	$\frac{3}{4}$	"	91	"
"	$\frac{1}{2}$	"	89	"
"	$\frac{1}{4}$	"	83	"

The heat limit for the rotary will be the same as that given for the generator.

Terms will be 25 per cent. cash on receipt of bill of lading ; balance to be paid in negotiable notes, as may be agreed upon

Respectfully submitted, (741)

### ESTIMATE.

LUMBER FOR RAILROADS. 184.

Car, Bridge, Dock, Ship and Electric R. R. Builders, delivered on cars at Philadelphia, or points taking the same rate of freight.

Bill Timber. Sound square-edge grade.

Virginia Pine up to 10"x10"x30' long . . .	\$14.50
North Carolina Short-Leaf Pine up to 12"x12"x30' . . .	17.50
Long-Leaf Yellow Pine by vessel . . . . .	16.50
Planed 1 to 4 sides . . . . .	\$1.50 to \$3.00 more
White Pine, according to sizes . . . . .	\$24.00 up
White Oak . . . . .	25.00 up

Long-Leaf Yellow Pine. Car sills and framing.

Square-edge grade, including sizes up to 34' long . . .	\$18.00
Sound merchantable . . . . .	19.00
Car decking, 2"x6" to 10" wide, 18' long . . . . .	19.00

White Oak Car Lumber. Good quality, fresh cut timber, free from large or unsound knots, splits, shakes, worm holes or decay, square edges and sawn true, according to sizes, . . . . . \$22.50 up

North Carolina Pine.

Hearts 2"&3" plank, and up to 8"x8"x16' long, . . .	\$16.50
1" Edge boards, all widths, box grade . . . . .	11.50

1" Scaffold boards, 10"&12" wide, box grade . . . . .	13.00
1 1/4" Edge box, all widths . . . . .	13.00
1" No. 3 Sheathing, planed 1 side and matched . . . . .	13.00
1 1/2", 2"&3" Flooring, planed 1 side and matched or grooved for slip tongue, or worked ship lap . . . . .	18.00

Electric Poles, of Long-Leaf Yellow Pine, octagon or square.

Top. Butt.

6"x8" diameter, length 28' each . . . . .	\$ 2.40
7"x10" . . . . .	2.90
7"x10" length 30' . . . . .	3.25
8"x10" " 35' . . . . .	4.50

Dressed on all sides, pointed tops, painted, and butts tarred.

Round Cedar Poles, Standard butts, 6" to 7" top, x 30' long . . . . .	2.50
--	------

Yellow Pine Flooring. Kiln-dried, well worked.

1" thick, No. 1 . . . . .	\$18.50
Rift sawed 1" No. 1 . . . . .	26.50
Ceiling 1" No. 1 . . . . .	19.50

Shipments can commence in 15 to 25 days after receipt of order ; delivery at other points in accordance with difference in rate of freight. (331)

#### BOND CIRCULAR.

Southern Pacific Railroad of New Mexico. 185.

(Southern Pacific System)

First Mortgage 6 Per Cent. Bonds, due January 1, 1911.

Interest payable January and July at Company's Office,  
23 Broad Street, N. Y.

Bonds dated November 17, 1880 ; authorized issue \$5,000,000.  
Outstanding, \$4,180,000.

The Company was chartered under the laws of the Territory of New Mexico, April 14, 1880 ; line opened October 18, 1880 ; completed to El Paso, April 18, 1881. The road extends from the Arizona line to the Rio Grande Bridge, 167 miles,

and forms a portion of the main line of the Southern Pacific System, by which it is operated under lease. A separate organization is maintained in accordance with the laws of the Territory of New Mexico, although the Southern Pacific own all but \$2,500 of the \$6,888,800 capital stock.

These bonds are secured by a First and only Mortgage on the entire property of the Company; furthermore, they are guaranteed by the Southern Pacific Company as to both principal and interest by endorsement on each bond. An additional feature of strength in this security is a sinking fund, requiring the payment of \$50,000 per annum; this fund now amounts to over \$700,000, securely invested in bonds of the Southern Pacific System and is to be used toward the redemption of bonds at maturity.

The earnings for the year ending June 30, 1898, were :

Gross.	Operating Expenses.	Net Revenue.
\$1,529,895.	\$830,260.	\$699,635.

The net average revenue for the nine years

ending June 30, 1898 was . . . . \$422,900

Amount necessary to pay the interest on bonds 250,800  
(262)

#### SINGLE ACKNOWLEDGMENT.

186.

On this tenth day of March, A. D. 1899, before me, the subscriber, a Notary Public for the Commonwealth of Pennsylvania, residing in the City of Philadelphia, personally appeared the above-named Robert Black and in due form of law acknowledged the foregoing instrument to be his act and deed, and desired the same to be recorded as such.

Witness my hand and official seal the day and year aforesaid.

#### DOUBLE ACKNOWLEDGMENT.

187.

On the sixth day of May, Anno Domini 1899, before me, the subscriber, a Notary Public for the Commonwealth of Pennsylvania, residing in the City of Philadelphia, came the above-

named Frank Williams and Mary B. Williams, his wife, and in due form of law acknowledged the foregoing Agreement to be their act and deed. AND the said Mary B. Williams, being of full age and separate and apart from her husband by me examined, and the full contents of the said Agreement being by me made known to her, declared upon such separate examination that she did voluntarily and of her own free will and accord seal and as her act and deed deliver the said Agreement without any coercion or compulsion of her said husband.

*Witness* my hand and notarial seal the day and year aforesaid.

**CORPORATION ACKNOWLEDGMENT. 188.**

On the fourth day of April, A. D. 1899, before me, the subscriber, a Notary Public for the Commonwealth of Pennsylvania, residing in the City of Philadelphia, personally appeared James Evans, Secretary of the said The Northern Trust Company, of Philadelphia, who being duly sworn did depose and say that the seal affixed to the foregoing Power of Attorney is the common or corporate seal of the said Corporation, and that the same was so affixed, and the said Power of Attorney was delivered by Henry B. Clay, President of the said Corporation, as and for the act and deed of the said Corporation, for the uses and purposes therein mentioned, by virtue of the authority in him vested; and that the names of the said Henry B. Clay, as President, and of the said James Evans, as Secretary, thereunto subscribed, in attestation of the due execution and delivery thereof, are in their proper and respective handwritings.

Sworn and subscribed before me  
the day and year aforesaid. *Witness*  
my hand and notarial seal.

**POWER OF ATTORNEY.**

189.

**Know all Men by these Presents,**

That I, William S. Myers, of the City of New York, do make, constitute and appoint Robert Bridges, of said city, my true and

lawful Attorney for me and in my name to keep an account with THE RELIANCE TRUST COMPANY OF NEW YORK, to make deposits from time to time with the said Company, and from time to time to draw checks for any portion of the entire amount of deposits now standing or hereafter placed to my credit with said Company ; to endorse checks for deposit only to the credit of said account ; and to endorse for collection by said Company, Promissory Notes, Bills of Exchange, and Drafts, now or at any time hereafter belonging to me or sent to me for collection ; to accept all Drafts or Bills of Exchange which may be drawn upon me and to do all lawful acts requisite for effecting the premises ; hereby ratifying and confirming all that the said Attorney shall do therein by virtue of these presents.

In Witness whereof, I have hereunto set my hand and seal this tenth day of August in the year of our Lord one thousand eight hundred and ninety-nine.

Signed, Sealed, and Delivered

*in the presence of*

#### INDEMNIFICATION BOND AND WARRANT. 190.

#### Know all Men by these Presents,

That I, James Johnson, of the City of Chicago, (hereinafter called the Obligor) am held and firmly bound unto

#### THE CONTRACTORS TRUST COMPANY OF CHICAGO

in the sum of Two Thousand Dollars, lawful money of the United States of America, to be paid to the said The Contractors Trust Company of Chicago, its certain attorney, successors, or assigns ; to which payment well and truly to be made I do bind and oblige myself, my heirs, executors, and administrators, and every of them, firmly by these presents : Sealed with my seal, Dated the fifth day of June in the year of our Lord one thousand eight hundred and ninety-nine ;

Whereas, the said The Contractors Trust Company of Chicago

has become surety for James Johnson, as Administrator of the Estate of John Fry, deceased, on his bond dated June 1, 1899; And Whereas, the Obligor herein named, in consideration thereof, has agreed to save harmless and indemnified the said The Contractors Trust Company of Chicago, its successors and assigns, of and from all loss by reason thereof :

Now the Condition of the above Obligation is such that if the above-bounden Obligor, his heirs, executors, or administrators, or any of them, shall and do well and sufficiently indemnify and save harmless the said The Contractors Trust Company of Chicago, its successors and assigns, of and from all actions, suits, loss, costs, troubles, damages, and expenses whatsoever, which the said The Contractors Trust Company of Chicago, its successors or assigns, shall be put to or sustain by reason of said suretyship, then the above obligation to be void, or else to be and remain in full force and virtue. And the said Obligor for himself, his heirs, executors, and administrators, does hereby authorize any attorney of any Court of Record in Illinois or any other State, to confess judgment against him for the above sum, with release of errors, etc.; and hereby, for his legal representatives, waives and relinquishes unto the said Obligee and its assigns all benefits that may accrue to him by virtue of any and every law exempting his property from levy and sale under execution.

Sealed and Deliveréd  
*in the presence of us :*







JAN 34 1900



LIBRARY OF CONGRESS



0 027 275 497 4